



SCCAP is hiring!

Weatherization Program Director

Supervises, administers & directs all home weatherization & energy conservation related activities within the area served by the South Central Community Action Programs, Inc.

A. Summary of the Weatherization Program Director's key job functions:

1. Prepare & submit proposals, bids, pricing & work plans for multiple funding streams.
2. Submit necessary budget revisions & operate program within approved budgets.
3. Responsible for program compliance, work quality & production goal attainment per funding source requirements, including the crisis heating program requiring round the clock coverage.
4. Directly or indirectly supervise a staff of approximately 25. Provide for training & staff development including required certifications.
5. Authorize the purchase, maintenance, repair & inventory control of weatherization tools, equipment, vehicles & materials per funding source requirements. Conduct formal advertised competitive bid procedures as required by the funding source, including an RFP process for engaging weatherization subcontractors.
6. Ensure compliance with OSHA construction industry regulations.
7. Devise & implement paperwork & electronic systems necessary for effective & efficient program operations, documentation & compliance.
8. Ensure program compliance for multiple funding sources.

B. Key Qualifications:

1. Leadership/Supervisory, ability to assign, review, plan, coordinate & coach the work of employees. Ability to cultivate & maintain a positive & dynamic program culture & vision.
2. Experience in management & supervision. Ability to lead staff meetings & huddle meetings. Knowledge or experience in LEAN practices helpful.
3. Experience with program compliance and/or for-profit business operations helpful.
4. Ability to prepare & manage budgets.
5. Understanding of job pricing & labor rates helpful.
6. Ability to read, research, understand & interpret directives, policies, procedures, job specification & codes.
7. Strong writing & communication skills; excel spreadsheet experience.
8. Interest & commitment to the program's mission & the low-income community SCCAP serves.

Experience & knowledge in energy conservation, home construction and/or HVAC helpful.

Salary range \$48,000 - \$52,000, dependent on experience, plus benefits.

Along with excellent skills & talents, the individual must espouse SCCAP's mission & values. Our Mission is to empower families & engage the community to pursue innovative & effective solutions to break the cycle of poverty.

Our Values:

- Respect is essential
- Integrity create trust
- Hope inspires change
- Every person is valuable
- Diversity builds strength
- Working together achieves solutions

To apply, send your cover letter & resume to Megan Shreve at shepfer@sccap.org Application remains open until positions are filled.

South Central Community Action Programs is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, protected veteran status, age, or disability.