

ABOUT

Community Energy Project (CEP) is a nonprofit organization dedicated to empowering frontline communities through home repairs and efficiency upgrades, educational workshops, community solar and advocacy efforts. We focus on improving the health, comfort, and resilience of low-income households through sustainable home energy solutions.

MISSION

Community Energy Project partners with low-income communities on the frontlines of climate change to create more resilient, efficient, and health homes. We transform homes, share skills and community wisdom, and advocate for energy justice.

TITLE

Healthy Homes Auditor

COMPENSATION

\$28.71- \$32 an hour DOE (\$59,717 - \$66,560), (full-time, exempt), paid sick and vacation; fully paid medical, dental, and vision insurance; and other benefits listed below.

REPORTS TO

In-Homes Manager

POSITION SUMMARY

We are seeking folks with a strong desire to make the world a better place and meaningfully change the lives of those that need help the most. Throughout Portland, thousands of people from underserved communities need help repairing their homes and making them more energy efficient. The In-Homes Auditor will help in these efforts by providing home energy audits, home energy score reports and scopes of work for our programs with the city and other nonprofit institutions in Oregon that focus on low income and marginalized communities. They are responsible for data collection, analysis, and reporting to fulfill our program requirements.

They are expected to provide excellent customer service and build trust with clients in a respectful and culturally-competent manner. This employee must become a registered Home Energy Score auditor, and there are advancement opportunities for the right candidate.

ESSENTIAL RESPONSIBILITIES

- Complete home assessments, determine scope of work, and provide necessary referrals for In-Homes clients.
- Complete home energy audits, collect data and produce home energy score reports for clients.
- Create scopes of work and opportunities in the home.
- Coordinate work orders with subcontractors.
- Resolve issues and provide information, home consultation, support, and consultation to clients, as needed.
- Network with community partners, maintain/build relationships for future collaboration for service delivery, information and referral, and fundraising.
- Assist with outreach and marketing efforts in support of the program.
- Assist with large CEP volunteer events, annual fundraising events/celebrations, as necessary.

QUALIFICATIONS and REQUIREMENTS

- Bachelor's Degree preferred, but not required.
- Minimum of two years' experience in home performance or home energy scoring. BPI certification preferred.
- Must become a registered home energy score inspector within 6 weeks of hire.
- Ability to attract, negotiate terms, and work with building professionals like plumbers and electricians.
- Excellent interpersonal skills—able to manage and communicate effectively with diverse individuals and groups of people in a variety of manners.
- Experience working with Microsoft Office Suite and Google applications.
- Must be able to create thorough, informative reports based on program data to meet contract requirements of several funders.
- Must have the availability to work a flexible schedule, including some evenings and weekends.
- Must have a valid driver's license, good driving record, and access to a vehicle.
- Bicultural/Bilingual in Spanish, Chinese, Russian, Vietnamese or other languages spoken in the Portland Metro area is desirable.

- Demonstrated personal or professional experience with culturally-informed services to diverse and traditionally underserved groups (e.g. BIPOC, LGBTQIA+, low-income) is desirable.
- The physical ability to go into crawl spaces, occasionally lift heavy objects, and go up and down a ladder.

WORKING ENVIRONMENT

- Position requires extensive time sitting in front of a computer
- Non-smoking, drug-free workplace
- Hybrid Work Environment - work from home, occasionally in the office, as well as traveling around Portland and the surrounding areas.

Benefits: CEP is proud to offer a robust benefits package that includes paying 100% of the monthly premium for employee-only health care coverage. CEP also matches up to 3% of the employee's contribution to their 403 (b). We offer 10 days of paid time off per year, 11 days of paid time off for nationally recognized holidays, as well as paid days between Christmas and New Years Eve. Eight weeks paid sabbatical at six years.

Statement of Inclusion: Community Energy Project is an Equal Opportunity Employer. Community Energy Project values and operates by a policy of inclusion, providing equal opportunity to all persons regardless of their protected status, including race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, and/or any other class determined by law.

Please send your resume and a cover letter that explains your interest in the position and how your experience is applicable to this position to Donovan James, Director of Finance and Administration, at donovan@communityenergyproject.org. **Applications are due by midnight on Nov 4th, 2024.** Interviews will be scheduled for the week of Nov 11th and 18th.