



BPI Lead Trainer and Facility Manager

Location: On-site (Portland, OR)

Job Type: Full time

About Us:

EnerCity Collaborative (ECC) is a nonprofit that began its work in 2022. ECC provides education and job training opportunities for BIPOC at the frontline of climate change, helping them identify, understand, and pursue their contribution to a clean energy future by: 1) building a diversified workforce of clean energy residential contractors 2) increasing community health by improving the durability, resiliency, and indoor air quality of people's homes, and 3) increasing training to minority contractors and community members' to help them better understand the intersection between a healthy home and an energy efficient home.

Reports To: Executive Director and Program Manager

Job Summary:

EnerCity Collaborative is seeking a Building Performance Institute (BPI) certified Green Energy Trainer and Facility Manager to be responsible for the foundational setup, ongoing management, and maintenance of the BPI-accredited training facility in the Portland Metro. This role is pivotal in creating a functional learning environment that supports energy auditing and weatherization training programs at ECC.

Key duties include supporting the initial warehouse setup; planning instructional spaces for classroom study and hands-on activities; and co-managing general contractors through scope review and project oversight. The Green Energy Trainer and Facility Manager will co-develop the facility's physical assets, including supporting the construction and storage of training mock-ups, and managing the reset and calibration of all equipment to strict BPI standards between sessions.

The ideal candidate will have a strong background in building science, energy auditing, and hands-on field experience, along with exceptional instructional skills in facilitating engaging, hands-on learning in both classroom and field settings. ECC believes in co-teaching, our ideal Green Energy Trainer and Facility Manager will be able to learn from and support other trainers by leading/facilitating train-the-trainer sessions, mentorship, and curriculum revision.

Key Responsibilities:

- Be a steward of the training center which may involve any combination of the following responsibilities: managing the facility, preparing the space and equipment, maintaining equipment, cleaning up the space, managing the daily flow of training
- Supporting the set up and maintenance of a new warehouse training center including:
 - Helping plan space for lecture and hands on activities
 - Managing general contractors
 - Reviewing scopes of work

- Thinking through construction and storage of mock ups
- Helping develop weatherization program
- Managing and resetting hands-on modules between trainings
- Maintaining equipment, making sure tools are calibrated to BPI standards
- Building vendor list and maintaining relationship with vendor that would donate materials for training
- Deliver engaging and effective culturally specific training sessions for BPI BA-T and BA-P candidates, including classroom instruction, hands-on demonstrations, mentoring, and field training.
- Co-teach effectively by collaborating with fellow trainers to plan, deliver, and assess instruction in a shared classroom and field environments.
- Ensure compliance with BPI standards and protocols throughout the training and proctoring process.
- Proctor written and field exams in accordance with BPI proctor guidelines.
- Provide constructive feedback to students to help them succeed in certification exams.
- Maintain accurate training records and submit required documentation to EnerCity Collaborative and BPI.
- In-depth knowledge of industry trends, BPI standards, and advancements in building performance.
- Assist in curriculum development and updates as needed.
- Foster a positive and inclusive learning environment for students of varying experience levels.

Qualifications & Requirements:

- 4+ years of experience in building science principles, residential construction, energy auditing, combustion safety, diagnostic testing, and indoor air quality.
- Hands-on experience using the following to diagnose residential home issues: blower doors, duct blasters, combustion analyzers, and other energy auditing and diagnostic equipment.
- Excellent communication, presentation, and interpersonal skills.
- High level of cultural competency and ability to adapt teaching methods to different learning styles
- Reliable, professional, and committed to student success.
- Hold an active or looking to get BPI Certified in Building Analyst Technician (BA-T), Building Analyst Professional (BA-P) and/or BPI Energy Auditor
- Experience with Google Suite and/or Microsoft Suite; Gmail; basic knowledge of file directories and timekeeping.
- Prior experience/background teaching workforce development or adult education

Preferred Qualifications:

- Hold any of the following active credentials: IREC Certified Instructor, RESNET HERS Rater, ASHRAE BEAP, AEE Residential Energy Auditor
- BPI Certified as an online and in person proctor
- Experience as a general contractor
- Experience with Snugg Pro and/or other energy modeling software
- Knowledge of HVAC and whole-house ventilation systems

Compensation:

- \$72,000-\$80,000 based on experience

How to Apply:

Interested candidates should submit a resume, cover letter, and proof of industry certifications to Victoria James at info@energycollaborative.org. Applications received by 5/10/26 will be prioritized. Please submit the following materials to apply for this position (PDF format only please).

EnerCity Collaborative is an equal-opportunity employer and encourages applications from diverse candidates. In your cover letter please answer the following prompts:

- 1) Why are you interested in this position that mainly serves frontline and BIPOC communities?
- 2) Please tell us how your experience prepares you to excel in this position.