

ECONOMIC OPPORTUNITY STUDIES

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Job Opportunity: **Project Coordinator for Weatherization Management & Innovation Assistance**

Remains Open from June 10 Until Filled

EOS seeks the services of an individual with successful community energy efficiency project experience to organize and deliver technical assistance and information to local Weatherization agencies seeking to rapidly expand and improve the impact of their Low-income Weatherization Assistance programs.

The Recovery Act Weatherization Leveraged Partnerships and Performance Assistance Project Summary:

Economic Opportunity Studies (EOS) (weatherizationplus.org) is a nonprofit national organization that will be responsible for managing a project funded by the US Department of Energy to support the activities of the local agencies that deliver the services of the federal [Weatherization Assistance Program](#) (W.A.P.).

The three-year Project, funded by the American Recovery and Reinvestment Act (ARRA), will offer technical assistance and create useful tools and resources to meet several related goals including:

1. Identification, analysis, and dissemination of successful local and state strategies for managing rapid expansion of high-impact Weatherization services delivery; and
2. Supporting local, state, and national development of new partnerships to "leverage" or attract non-federal resources for investment in Weatherizing low- and moderate-income homes.

Position Summary:

This is a full time position. The Project Coordinator for Weatherization Management Assistance is responsible for the work elements in #1 above. (For a description of the opening for the Project Coordinator responsible for the work elements in #2 above see the [announcement on our site](#).) The project requires sustained communications with local Weatherization providers and their associations in order to identify both excellent practices in expanded delivery of high-quality W.A.P. services and emerging challenges.

The Project Coordinator is also responsible for creating useful communications and technical assistance tools and for delivering these to Weatherization organizations. These products will include but not be limited to reports, handbooks, templates, webinar and other on-line training and workshops or seminars. In addition, she/he will direct and coordinate the work of several local Project Liaisons that are contributing to the Project's work. The Project Coordinator will track all information related to the delivery of W.A.P. and similar initiatives and will analyze and report on relevant national and state data.

For more details of the project tasks that will be the responsibility of the Project Coordinator see below.

Qualifications:

- The most important qualification is experience in successful management of a service (preferably housing-related or energy-efficiency related) in a nonprofit or governmental community-based agency like the organizations that deliver the W.A.P. services;
- A Masters degree in a related field or significant progress toward a Masters degree or experience that is demonstrably equivalent;
- Demonstrated ability to communicate clearly in writing;
- Demonstrated ability to present information in professional settings;
- Experience in analyzing quantitative program data and budgets; and
- Familiarity with MS Office products, including PowerPoint.

Additional, Desirable Qualifications:

- Familiarity with home improvement, especially energy-efficiency improvements;
- Experience with energy policy and energy economic analysis and evaluations; and
- Experience in management and organizational development of nonprofit organizations.

Personal Qualities:

- Ability to work cooperatively on a small team that has big assignments;
- Ability to engage others in connecting ideas across conventional categories of activity and specialization;
- Experience supervising small projects, part-time consultants, and interns;
- Curiosity about public policy and its measured results;
- Commitment to improving low-income communities and the lives of those who live there;
- A detail-oriented approach to all assignments;
- A record of independent self-management while multi-tasking; and
- Humor, persistence and patience.

Application Package:

- A detailed résumé describing the responsibilities of any positions held in the last ten years and/or the content of academic and related coursework;
- A letter of any reasonable length describing 1) the reasons the candidate is interested in the Project and the position and 2) how the candidate meets each of the qualifications listed, if, or he/she does not, why his/her experience or skills should be considered to be a good substitute;
- Samples of writing, presentations, or other material indicating the required qualities; and
- An indication of the dates a candidate could begin work with instructions on the best way to make contact for interviews.
- Send these materials to eoswapplus@opportunitystudies.org.

Benefits and Salary:

- EOS offers health insurance, a 403(b) retirement contribution, transit incentive benefits, and a typical leave schedule.
- Salary range: \$55,000 - \$62,000 depending on qualifications.

NOTE: EOS will consider applicants who wish to remain in, and work remotely from, locations outside the Washington DC area where our office is located if cost-effective arrangements that satisfy the need for management coordination, communications and oversight can be established. If a candidate wishes to pursue such an arrangement, the cover letter should suggest how it might work. The position, regardless of where it is based, will require travel; it will require more travel if the Project Coordinator is based outside the DC metro area.

Detailed Project Assignments:

The Project Coordinator for Weatherization Management and Innovation Assistance will:

- Develop consistent sources of qualitative information about local implementation of the ARRA-W.A.P., including identifying innovations, promising delivery strategies, and program barriers;
- Maintain ARRA-W.A.P. data available from all external sources including:
 - All federal and state ARRA and “regular” W.A.P. program reports to identify high performance or low production that may justify further study;
 - State and local press reports;
 - Consultation with federal officials, state managers and the national associations that track Weatherization and other efficiency services delivery, especially NASCSP; and
 - Coordinating with other Weatherization and Intergovernmental program contractors;
- Establish relationships to place Project reports and technical assistance where needed by accomplishing the following tasks:
 - Designing and managing the work of local and regional project liaisons;
 - Working with Project Liaisons, create and disseminate information products that communicate program delivery concepts, emerging opportunities, and effective implementation practices;
 - Provide targeted, direct assistance to local Weatherization, associations and partners for enhanced performance; and
 - Working with Project Liaisons, identify promising practices or commonly-shared obstacles affecting W.A.P. delivery and create technical assistance resources to assist in sharing success and in overcoming obstacles;
- Assist state and local agencies that report shortfalls in performance by identifying solutions in other jurisdictions, establishing and maintaining information exchanges and providing links to other network partners with similar challenges and successes;
- Create materials for local liaisons and other network professionals to use to transfer information and to attract users including, but not limited to:
 - Regular expansion and renewal of the Project’s online and direct communication tools;
 - Reports on local developments in achieving ARRA-W.A.P. goals; and
 - Dissemination of tools that support successful operational strategies, such as manuals, templates, and “how-to” guides;
- Conduct peer-to-peer exchanges and other highly-targeted training that make innovations and good practices widely accessible using low-cost meeting and communication tools;
- Present the Project’s products at professional venues attended by network member agencies;
- Track developments related to residential efficiency retrofitting in energy efficiency markets including:
 - Reports on published performance evaluations of other residential efficiency delivery initiatives, especially those of private sector organizations such as utilities;
 - Outreach to organizations and industries that may provide resources for enhancing the performance of local W.A.P. delivery; and
 - Tracking DOE efficiency-related projects and policies that affect the future market for W.A.P. and related investments;
- Conduct webinars and other online training to state and local W.A.P. agencies and potential partners;
- Provide project products and activities in a form that the liaisons and other network professionals can use to transfer information and to attract users;
- Work with the Project’s Information Specialist to:
 - Provide material for the Department to use in its communications and success stories;
 - Utilize the Project’s social networking tools to reach broader audiences;
- Assist in meeting all Project reporting requirements;

- Coordinate activities and share information with the Project staff responsible for the Leveraged Partnerships Project;
- Carry out such other tasks as Project performance may require; and
- Carry out such other administrative or development tasks as may be required for the management of Economic Opportunity Studies and its projects.

Note: This DOE Project runs until May 2013. The Project Coordinator in this position will be encouraged to grow the work "portfolio" by assisting EOS in securing additional resources for related initiatives; if successful, the Project Coordinator may then delegate some of these responsibilities while managing the Project deliverables and the related activities.