



COMMUNITY
WEATHERIZATION
COALITION

Work for The Community Weatherization Coalition!

Energy Program Administrative Assistant (Part-time)

Gainesville, FL

The **Community Weatherization Coalition (CWC)** is a grassroots non-profit organization, which started in 2008 in Gainesville, FL. Serving over 1,500 Alachua County homeowners and renters to date, the CWC aims to reduce the utility burden of our community's most vulnerable citizens, while conserving water and energy, by providing unique, volunteer-driven, home energy tune-ups. During a tune-up, volunteers spend 2-4 hours working closely with residents to inspect the building envelope, major appliances, lighting, water consumption, and safety issues. Measures are installed including efficient light bulbs and showerheads, outlet gaskets, pipe insulation, and CO detectors, and conservation behavior tips are shared.

About the job

The Administrative Assistant is responsible for assisting with all of CWC's core operations: recruiting and scheduling clients and volunteers for free home energy tune-ups (volunteer-powered and DIY), as well as providing event support for our biannual energy coach training event, community outreach, and more. This position reports to the Program Director and consists of spending the majority of working hours in CWC's office located near Downtown Gainesville.

Why work for the Community Weatherization Coalition

Help create more disposable income for your neighbors in need, while doing hands-on work to help protect natural resources and address climate change. In our small but growing nonprofit, you'll have the opportunity to work alongside a fantastic group of passionate volunteers, contribute to a wide range of tasks, and make a direct, positive impact, both locally and globally!

Responsibilities and Duties

Recordkeeping

- Enter and manage data for client files, review tune-up spreadsheets for accuracy
- Create personalized follow-up reports for clients
- Make print orders, aid in supply orders, do financial tracking, file receipts

Community Engagement and Client Recruitment

- Booking calls; schedule and communicate details of home energy tune-ups to applicants
- Research and pursue events and opportunities to help disseminate information about CWC
- Occasional tabling during community outreach events or direct outreach to partners
- Conduct follow-up survey calls to gauge client satisfaction

Volunteer Management

- Maintain volunteer contact records and volunteer hours
- Supervise office volunteers or interns, providing them with proper guidance and mentoring
- Aid in kit dispersal and coordination
- Assist in volunteer recognition and appreciation
- Logistical support during CWC's three-day training events held twice a year

Marketing, Design, Fundraising

- Manage, oversee, and grow CWC's social media platforms, Facebook and Instagram and/or oversee marketing intern to do so
- Aid in the design of promotional materials for events, trainings, and mailers
- Assist with fundraising efforts and assist Program Director in writing donor thank you cards/receipts
- Other duties as assigned

Qualifications, Experience, Knowledge, and Skills

Required

- Associate Degree or higher education preferred; equivalent work experience considered
- Positive, collaborative attitude

- Strong time-management skills; efficient
- Highly effective communicator both in speech and writing
- Exceptional customer service skills, over the phone and in person, with clients, partners, and volunteers
- Strong organizational skills: individual must be comfortable working independently
- Proficient in Microsoft Office program, and web-based applications such as Google Docs and Canva
- Experience with social media platforms
- Passion for sustainability, energy efficiency, and CWC's mission
- Holds a valid Florida Driver's license

Preferred skills and experience

- Data management
- Event planning
- Experience working or volunteering in non-profit sector
- Proficient in conversational Spanish
- Community outreach
- Graphic design

Physical requirements and working conditions

- Must have reliable transportation
- Required to sit for long periods
- Must be available and willing to work occasional weekends and evenings

Job Type: Part-time, 10-20 hours/week

Pay: Hourly; \$18.00/hour

Schedule: Monday to Friday; very occasional nights and weekends required

Benefits: Paid time off per CWC policy (including Federal Holidays and one week during Holidays)

Anticipated Start date: On or by January 16, 2023

To apply: Email a letter of intent and resume to: alane@communityweatherization.org. Open until filled.