



COMMUNITY
WEATHERIZATION
COALITION

Work for The Community Weatherization Coalition!

CWC Energy Tune-up Technician (full-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 Energy Tune-up Technician is responsible for performing free home energy tune-ups for Alachua County residents, working alongside and mentoring new volunteer energy coaches, as well as aiding with client follow-up reports and next-level upgrades. This position reports to the Program Director and consists of **spending approximately half of the working hours in the field**, and the other half in CWC's office located near Downtown Gainesville.

Why work for the CWC

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

Coordinating and conducting tune-ups

- Perform an average of five home energy tune-ups per week, effectively engaging residents to increase the adoption of conservation behaviors while making hands-on efficiency changes to the residence
- Oversee, train, and mentor inexperienced volunteer Energy Coaches during tune-ups
- Pack kits, assist with inventory and supplies; keep administrative staff apprised of ordering needs

Administrative tasks

- Review and enter data for client files
- Create personalized follow-up reports for households
- Coordinate between volunteers and residents to perform tune-ups
- 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
- Passion for CWC's mission
- Holds a valid Florida Driver's license

Preferred skills and experience

- Fluent in Spanish
- Data management
- Community outreach

- Experience working or volunteering in non-profit sector

Physical requirements and working conditions

- Exposure to potential allergens such as animals, mold, cigarette smoke during home energy tune-ups
 - Must have reliable transportation and ability to transport ladders and tune-up supplies
 - Must be able to do occasional heavy lifting, climb a 6' ladder, and be capable of moderate physical activity during tune-ups (bending, lifting, reaching arms above head for short periods)
 - Must be available and willing to work two weekends a month (rarely evenings)
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Job Type: Full-time, 40 hours/week

Pay: Hourly; \$18.00/hour

Schedule: Monday to Friday typical; some weekends

Benefits: Paid time off per CWC policy (includes Federal Holidays and one week during Holidays); flexibility in work schedule

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.