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| **National Association for State Community Services Programs** |
| **Job Title: Weatherization Program Manager** |
| **Job Description:** |
| The Weatherization Program Manager provides support in implementing the Department of Energy (DOE) WAP grants and other energy related projects. The Program Manager will develop knowledge of the Association membership and take an active role in supporting NASCSP WAP members through training and technical assistance efforts. Internally, the Program Manager is responsible for supporting the WAP Director in project management and WAP services staff development.Externally, the WAP Program Manager is responsible for managing relationships with NASCSP WAP members, organizational partners, and other stakeholders. The position can be based in Washington, D.C. or function as a remote position. Remote staff are required to travel to Washington, D.C. for staff meetings up to four weeks per year and are responsible for all expenses associated with the required staff meetings. |
| **Essential Duties and Responsibilities:** |
| **Member Training & Support*** Build strong and effective relationships with NASCSP WAP members through regular and proactive communication;
* Provide technical assistance and training (online and in-person) to NASCSP WAP members to enhance their capacity to administer the program and monitor WAP subgrantees;
* Develop and deliver training webinars and conference presentations for the broader weatherization audience;
* Manage online resources for NASCSP WAP members and the broader WAP network (WAPTAC);
* Assist with development, implementation and facilitation of the WAP component of NASCSP sponsored conferences, WAP orientation training, and webinars and workshops designed to address specific and other WAP/energy related training needs and customized to meet the needs of the WAP network, including the development of standardized content for routine training topics;
* Assist NASCSP in providing regular updates to the WAP membership related to WAP and energy efficiency issues.

**Project Management*** Work with WAP Services team to routinely track and report progress related to grant deliverables, adjusting in response to project developments as needed.

**Stakeholder Relations*** Develop and maintain a constructive working relationship with DOE Headquarters staff;
* Maintain communication and cultivate relationships with other professionals in the energy efficiency sector, including building science professionals and the Trainer’s Consortium;
* Plan for future capacity, funding, and role of WAP network in current political environment and industry direction.

**Other*** In coordination with the Communications and Policy Analyst, assist Executive Director in reviewing policy, legislation and advocacy issues related to WAP and other associated initiatives;
* Other duties as assigned by the WAP Director or Executive Director.
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| **Qualifications:** |
| The Weatherization Program Manager will be thoroughly committed to NASCSP’s mission. All candidates should have proven leadership, mentoring, and relationship management experience. Concrete demonstrable experience and other qualifications include:* A bachelor's degree or higher (commensurate experience may be considered in lieu of degree) and at least 5 years

of WAP/Energy Efficiency experience.* Qualified experience with local, state and/or federal WAP-related agency.
* Deep understanding of the programmatic and technical elements that underpin the WAP.
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| * Experience with online instructional design and delivery for adult learners, preferably weatherization managers and/or workers.
* At least 3 years of experience managing grants, contracts and WAP production preferred but not required.
* Home Energy Professional (RIT/CL, EA/QCI) certification preferred but not required.
* Demonstrated experience with the legislative process at the state and/or federal level preferred but not required.
* Unwavering commitment to quality Energy Efficiency programs and data-driven program evaluation.
* Excellence in project management with the ability to develop, manage, and coach staff in a remote environment.
* Experience providing training and technical assistance for federally funded programs with the ability to engage a wide range of stakeholders and weatherization professionals.
* Strong written and verbal communication skills.
* Knowledge of and experience with Microsoft Office suite, GoTo products, Zoom and other online training, conference and meeting software.
* Ability to work effectively in collaboration with diverse groups of people, particularly with WAP stakeholders at the federal, state, and local level.
* Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
* Track record of effectively leading and scaling performance at the regional, state and/or national level.
* Ability to travel frequently. This position will be providing T/TA to the WAP network, which may require travel up to 50% of time spread throughout the year when travel is safe again.
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| Salary range $79,800 - $92,378, based on experience and qualifications.Interested parties should send their cover letter/resume, in one PDF document, to [nascspempops@gmail.com](nascspempops%40gmail.com). Please note the job title “WAP Program Manager” in the “Subject” line. Deadline for submissions is November 30, 2020.To learn more about NASCSP, please visit: [www.nascsp.org.](http://www.nascsp.org/) |