

# National Association for State Community Services Programs

**Job Title: Weatherization Workforce Program Manager**

**Reports to: Weatherization Director**

## **Overview:**

The National Association for State Community Services Programs (NASCSPP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSPP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSPP keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training. For more information, please visit [www.nascsp.org](http://www.nascsp.org)

## **Job Description:**

The recently passed Bipartisan Infrastructure Law infused the Weatherization Assistance Program with \$3.5B in funding, in addition to regular annual appropriations. The Weatherization network will need to increase its national workforce capacity in order to deliver the residential energy upgrades for our low-income citizens as provided for in the new funding.

The Weatherization Workforce Program Manager provides support in implementing the Department of Energy's (DOE) Weatherization Assistance Program (WAP) grants and other energy related projects for NASCSPP. Specifically, they will serve as primary lead for all WAP workforce related efforts and will lead the WAP recruitment campaign, technical assistance, and contractor support to raise awareness of, and interest in, WAP careers and contract work with disadvantaged populations and minority- and women-owned businesses. They will promote and provide resources to both the Grantee and Subgrantee network for WAP workforce recruitment, retention, training and partnerships.

## **Essential Duties and Responsibilities:**

### **The position will:**

- Contribute substantially to the development of the Workforce Enhancement and Innovation grant project plan, evaluation framework, and identify WAP Subgrantees for pilot locations.
- Work to collect baseline demographic data from at least 10 Subgrantees on WAP workers.
- Identify NASCSPP collateral that should be included in multi-media toolkit and outreach materials.
- Engage national partners, training centers, and key stakeholders and promote the new workforce toolkit and contractor outreach guides at both remote and on-site events.
- Deliver a blend of remote and in-person technical assistance to at least 10 Subgrantee locations; with at least 75 Subgrantees receiving technical assistance at the end of the project period (36 months).
- Facilitate the NASCSPP workforce development working group, crafting a project charter and project plan to address the barriers and opportunities for workforce recruitment, retention, training, and partnerships.
- This position will be responsible for the development, training and launch of a nationwide WAP salary survey. They will analyze survey data for workforce trends and opportunities, and present findings at national trainings and conferences.
- Create awareness and promote marketing materials and videos for WAP workers and contractors throughout both the Grantee and Subgrantee network through a variety of communication channels.

### **Project Management**

- Lead project manager and subject matter expert for the Workforce Enhancement and Innovation grant for NASCSPP, working closely with IREC and other cohorts on the grant.
- Routinely track and report progress related to grant deliverables, adjusting in response to project developments as needed.
- Provide project management support, documentation, tracking, and reports on all workforce deliverables for NASCSPP.
- Lead and facilitate the workforce development working group with the intent of identifying best practices and developing related tools, training materials and media campaign.

## Stakeholder Relations

- Develop and maintain a constructive working relationship with National and Federal Partners.
- Maintain communication and cultivate relationships with other professionals in the energy efficiency sector, including WAP Grantees, WAP Subgrantees 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 WAP team, review and respond to future workforce or WAP enhancement and innovation grant opportunities.
- Other duties as assigned by the WAP Director or Executive Director.

## Qualifications:

The Workforce Program Manager will be thoroughly committed to NASCSP's mission. All candidates should have proven leadership, mentoring, project management, 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).
- At least 3 years of WAP/Energy Efficiency experience or 3 years of focused workforce development experience.
- Strong project management skills, with at least 4 years of proven program management experience and Project Management Professional (PMP) certification preferred.
- Facilitation of working groups, including documentation and development of resources resulting from working groups.
- Providing training and technical assistance for federally funded programs with the ability to engage a wide range of stakeholders and weatherization professionals.
- Communicating results of work to a wide range of audiences an ability to prepare professional project communications that are appropriate for internal and external stakeholders.
- Knowledge of, and solid expertise with, Microsoft Office suite, Zoom, survey tools 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, integrity, positive attitude, mission-driven, and self-directed.
- Track record of effectively leading and scaling performance at the regional, state and/or national level.
- Proven ability to develop training content and deliver in-person and remote trainings.
- Polished presenter, comfortable presenting to medium and larger sized audiences. This position will present workforce outcomes at national conferences.
- This position will provide training and technical assistance to the WAP network and present at national and state conferences, which may require travel up to 25% of time, spread throughout the year.

## Salary Range: \$73,000 – \$85,000

The position can function as a fully remote position or be based in Washington, D.C. Remote staff are required to travel to Washington, D.C. for staff meetings up to two weeks per year and are responsible for travel expenses associated with these meetings.

**Benefits:** Medical, Dental, Vision Insurance; Life, AD&D & Long-term Disability Insurance; Sick and Annual Leave; Paid Holidays, Simple IRA Retirement Plan.

**Application Instructions:** Interested parties should send their cover letter/resume, in one PDF document, to [nascspempops@gmail.com](mailto:nascspempops@gmail.com). Please note the job title "Weatherization Workforce PM" with your last name in the subject line. For best consideration, please apply by January 10, 2023.

**Equal Opportunity Employer**

NASCSP is committed to recruiting and employing individuals without regard to race, color, religion, creed, age, gender, gender identity, sex, national origin, ancestry, marital status, pregnancy, familial status, ability, veteran status, sexual orientation, size, status with regard to public assistance, or genetic information.