



National Community Action Partnership

Position Description

Senior Associate, Weatherization Workforce Development

SUMMARY

Under the immediate supervision of the Project Director, the **Senior Associate, Weatherization Workforce Development** supports NCAP's entire mission through its suite of energy-related projects.

- This position serves as primary lead for all efforts, initiatives and relationships related to workforce development within the Weatherization Assistance Program and the broader energy efficiency and green collar jobs sectors.
- Specific responsibilities will include research, communications, and network and partner engagement in support of conferences, webinars, meetings, trainings, newsletters, social media, reports and publications about Weatherization and programs that support, affect, or otherwise relate to workforce development within the WAP.

The salary range for this position is \$65,00-\$70,000 depending on experience. The position is located in NCAP's Washington, DC office, but remote work will be considered. This position will require regular travel within the United States, up to 25% of the time.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com. Subject Line: Senior Associate, Weatherization Workforce Development

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Lead NCAP participation in Workforce Enhancement and Innovation project

- Build and maintain relationships with subgrantee advisory group members and pilot locations.
- Identify, cultivate, and promote new opportunities for subgrantee engagement as appropriate.
- Monitor, collect and/or solicit subgrantee feedback on barriers to weatherization recruitment, retention, and training.

- Engage the network, national partners, and external stakeholders to promote the products of this project, including but not limited to the workforce toolkit and contractor outreach guides.
- Support the Workforce Enhancement and Innovation team providing remote and in-person technical assistance to subgrantees.
- Promote multimedia content for workers and contractors through a variety of communication channels.
- Track subgrantee participation in NCAP's Customer Relations Management (CRM) System where appropriate.
- Attend meetings about and contribute to the project plan, evaluation framework, toolkits, and outreach materials.

Coordinate NCAP Weatherization Leadership Development Cohort project

- Attend internal and external meetings about the project timeline, content, and deliverables.
- Assist in identifying or developing WAP-specific content, subject matter experts, and/or curriculum.
- Facilitate recruitment of cohort participants from WAP subgrantee network.
- Monitor participant engagement, feedback, and progress.
- Track cohort activities in NCAP's Customer Relations Management (CRM) System where appropriate.
- Facilitate or conduct virtual and in-person meetings and trainings.

Support and expand participation in WAP workforce development initiatives.

- Provide leadership for all efforts, initiatives and relationships related to workforce development within the Weatherization Assistance Program and the broader energy efficiency and green collar jobs sectors.
- Represent NCAP in network activities focused on weatherization workforce development, including, but not limited to, the WAP Trainers' Consortium and the Interstate Renewable Energy Council's Clean Energy Workforce Alliance.
- Increase NCAP engagement in existing WAP workforce analysis efforts, such as the NASCSP Weatherization Wage Survey or the NREL WAP Continuous Improvement Workshops.
- Respond to WAP workforce development-related requests and opportunities from funders, national partners, and the network as directed.
- Identify or create new opportunities for NCAP to participate in or lead events, forums, and networking opportunities focused on weatherization workforce development.
- Review and respond to potential future WAP workforce development grant opportunities, as directed.

Support and expand participation in non-WAP energy-related workforce development initiatives.

- Monitor trends in hiring, training, and wages in the energy efficiency and renewable energy jobs sector.
- Monitor developments at key non-WAP federal agencies, such as United States Department of Labor, which may affect WAP workforce trends.
- Represent NCAP in external stakeholder coalitions focused on workforce issues related to decarbonization, electrification, renewable energy, etc.
- Identify and cultivate new opportunities for NCAP to participate in events, forums, and networking opportunities focused on workforce issues related to decarbonization, electrification, renewable energy, etc.
- Identify points of intersectionality and maximize coordination with non-WAP NCAP initiatives, such as

SNAP Employment & Training or Whole Family Approach.

- Travel to key in-person meetings, conferences, seminars, expos, or trade shows related to energy hiring as appropriate.

Other Duties and Responsibilities

- Represent the Energy Partnerships Project in internal meetings, projects, and initiatives with other NCAP departments as needed.
- Represent the NCAP Energy Partnerships Project in conferences, webinars, listening sessions and other interactions with the Community Action Network as appropriate.
- Track and report progress related to grant deliverables, adjusting in response to project developments as needed.
- Other duties as assigned by the Project Director.

QUALIFICATIONS

- Minimum of two years' experience in workforce development, weatherization, energy efficiency, or program or policy support at a nonprofit organization or government agency.
- Bachelor of Arts or Sciences degree, or an equivalent combination of knowledge, skills, and experience, in a relevant field of study, such as environmental studies, labor studies, public policy, sociology or education.
- Experience in relationship management, stakeholder engagement, or networking.
- Experience providing training and technical assistance in a nonprofit or government program.
- Basic understanding of the causes and conditions of poverty, anti-poverty approaches and human services delivery.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to collaborate in a fast-paced, team environment.
- Proficient in Word, PowerPoint, Excel, and Zoom/virtual meeting tools.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.