



National Community Action Partnership Position Description Senior Associate, Weatherization Climate Engagement

SUMMARY

Under the immediate supervision of the Project Director, the **Senior Associate, Weatherization Climate Engagement** 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 climate change considerations within the Weatherization Assistance Program (WAP) and the broader climate resilience and climate justice 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 points of intersection between climate policies or programs and 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 Climate Engagement.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Represent the NCAP Energy Partnerships Project in conferences, webinars, listening sessions and other interactions within the Weatherization and/or Community Action Network as appropriate.
- Represent the Weatherization and/or Community Action Network in external meetings, convenings, conferences, seminars, expos, and trade shows related to clean energy, clean transportation, and climate issues as appropriate.

Support and expand participation in clean and renewable energy initiatives.

- Represent NCAP in network activities focused on renewable energy development, including, but not limited to virtual and in-person meetings, events, and conferences with local or regional agencies.
- Represent NCAP in external stakeholder coalitions focused on related issues including, but not limited to, decarbonization, electrification, and green and healthy homes.
- Increase and enhance NCAP engagement in existing renewable energy efforts, such as the National Community Solar Partnership and CAP Solar.
- Identify or create new opportunities for NCAP to participate in or lead events, forums, and networking opportunities focused on low-income renewable energy accessibility and affordability.
- Engage with any and all federal agencies and national organizations developing, launching, or administering Justice40 clean or renewable energy programs.
- Monitor developments at key federal agencies, such as United States Environmental Protection Agency, which may affect low-income renewable energy trends.
- Monitor and support weatherization and community action involvement in key federal renewable energy programs, such as EPA Solar for All.
- Respond to renewable energy-related requests and opportunities from funders, national partners, and the network as directed.

Identify and develop opportunities for Clean Transportation initiatives.

- Monitor trends in funding for clean transportation in frontline communities.
- Monitor developments at key federal agencies, such as United States Department of Transportation, which may affect low-income clean transportation trends.
- Identify, develop, and promote opportunities for WAP subgrantees to purchase electric vehicles, deploy EV infrastructure, and participate in the planning and implementation of state and local EV initiatives.
- Identify, develop, and promote opportunities for WAP subgrantees to work with local groups to co-deliver information and outreach about low-income EV programs, policies, and incentives.
- Identify and cultivate new opportunities for NCAP to participate in events, forums, and networking opportunities focused on issues related to clean transportation.
- Identify, develop, and promote opportunities for WAP subgrantees to leverage residential building expertise, access to property owners, vehicle fleet acquisition and community planning resources in development, deployment, or expansion of clean transportation infrastructure.
- Engage with any and all federal agencies and national organizations developing, launching, or administering Justice40 transportation programs.

Other Duties and Responsibilities

- Represent the Energy Partnerships Project in internal meetings, projects, and initiatives with other NCAP departments as needed.
- Contribute climate specific content to the NCAP Energy Partnerships Project's social media, newsletters, webinars, and conference sessions as appropriate.
- Track and report progress related to grant deliverables, adjusting in response to project developments as needed.
- Provide information and assistance to the NCAP Board of Directors' Partnership for Climate Resilience as

needed.

- Other duties as assigned by the Project Director.

QUALIFICATIONS

- Minimum of two years' experience in program or policy support for weatherization, energy efficiency, or climate resilience 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, public policy, sociology or ecology.
- 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.