

National Association for State Community Services Programs

WAP Program Analyst

Overview

The National Association for State Community Services Programs (NASCS) 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). NASCS's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCS 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

Position Description

The **Weatherization Assistance Program (WAP) Program Analyst** provides research and program support to the U.S. Department of Energy (DOE) Bipartisan Infrastructure Legislation (BIL) Training and Technical Assistance (T&TA) grant and other energy-related projects for NASCS. The Weatherization Assistance Program (WAP) Program Analyst responsibilities include data analysis and visual graphic creation, research, communications, and network and partner engagement in support of conferences, webinars, trainings, newsletters, reports, and publications about the WAP and DOE grant deliverables. This position can be fully remote or serve as a hybrid position from our main DC office.

The primary responsibilities for this role include the following:

- Develop, deliver, and perform data analysis on complex annual funding and wage surveys to the WAP network.
- Analyze, collect, and disseminate the most useful WAP information and tools, specifically relating to WAP operations, workforce development, competitive grants, WAP funding, and recent or current DOE WAP initiatives.
- Design interactive graphics and national WAP Wage Map using data visualization software tools.
- Facilitate or conduct virtual and in-person meetings and training.
- Communicate the success of the WAP program and develop BIL and competitive grants success stories and best practices.

Review new DOE guidance, including Weatherization Program Notices (WPN) and WAP Memos; inform the network on required changes and recommended implementation strategies.

Essential Responsibilities:

Program Analysis

- Consult with the NASCS membership on training and support needs, including an annual training needs survey surrounding the BIL and competitive grants.
- Develop key grant projects, including data review, national reports, state fact sheets, and dashboards.
- As requested by DOE, participate in and complete special projects that will benefit the WAP network and promote the program activities and showcase WAP success stories.
- Design interactive graphics to translate large amounts of data to the WAP network using data visualization software tools.
- Ensure tools and resources are uploaded to the NASCS website and accessible to the WAP network.
- Conduct state-by-state analysis on all LIHEAP and DOE WAP state plans; compile and analyze data and provide visual graphics that highlight trends, best practices, and state characteristics in the program.

- Develop training and technical assistance tools, such as FAQs and one-pagers, to assist the WAP network.
- Lead and facilitate key partner meetings for cross-functional collaboration and joint deliverables.
- Respond to Grantee information requests, and training and technical assistance requests and track topics and responses.
- Work with NASCSP working groups to communicate working group results and tools to network.

Member Training & Support

- Build strong and effective relationships with NASCSP WAP members through regular and proactive communication.
- Present results and create content for NASCSP conferences and other national partner training events to improve WAP operations, and LIHEAP and WAP coordination efforts.
- Develop, implement, and facilitate training and webinars to communicate results of surveys, annual funding dashboards, and other deliverables that help implementation efforts for Grantees.
- Review and summarize key concepts following the release of new DOE guidance documents, including WPN's and WAP Memos.
- Attend internal and external meetings and provide updates on project timeline, content, and deliverables.
- Track and report progress related to grant deliverables, adjusting in response to project developments as needed.
- Cultivate relationships with key national organizations and federal funders; actively participate in task forces and coalitions.

Other

- Work with NASCSP's WAP Team to create relevant Winter and Annual Training Conference content related to the research and analysis projects for DOE and DOE BIL and competitive grants.
- Responsible for contributing to quarterly and annual reporting with details describing completion of tasks and lessons learned.
- Other duties as assigned by the WAP Director, and WAP Senior Program Managers.

Qualifications

The WAP Program Analyst will be thoroughly committed to NASCSP's mission. All candidates should have proven data analysis experience, strong data mining and visualization skills and basic project management experience, coupled with a passion to deliver energy efficiency and environmental benefits to disadvantaged communities.

- A bachelor's degree or higher (commensurate experience may be considered in lieu of degree).
- At least two years of professional experience in research, analysis, or project management. One year of WAP-related experience at the state, local, or non-profit level is preferred.
- Strong ability to communicate verbally and in writing. Experience presenting in front of live and virtual audiences is preferred.
- Demonstrated knowledge and experience with Tableau or similar data visualization programs.
- Solid experience developing and analyzing data from survey tools, such as Survey Monkey or Zoho survey.
- Experienced with MS Office Suite/Office 365 including Excel, OneNote, Power Point.
- Demonstrated ability to manage multiple tasks with little supervision and take on increasing responsibilities.
- Passion, integrity, positive attitude, mission-driven, highly motivated, and self-directed.

Ability to work effectively in collaboration with diverse groups of people, particularly with WAP stakeholders at the federal, state, and local level.

Salary Range / Benefits

This position can be fully remote or serve as a hybrid position from our Washington DC main office.

Salary range: \$60,000 - \$67,000 based on experience and remote vs local (DC area) residence.

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

Submission: Interested parties should send their cover letter/resume, in one PDF document, to nascspempops@gmail.com. Please use subject line "WAP Program Analyst – [Last Name]" for your submission. For best consideration, please apply by January 28, 2024.