



**Job Description:** Weatherization Training Center Program Manager

**Location:** This is an in-office position based in Vermont

Everblue is seeking a dynamic professional to fill the groundbreaking role of Vermont's Weatherization Training Center Program Manager. This position offers a unique opportunity to spearhead the establishment of Vermont's first-ever weatherization training center, with a primary focus on workforce development for weatherization professionals and those seeking careers in weatherization.

**Key Responsibilities:**

Program Development and Management:

- Collaborate with our internal instructional designer to design and implement weatherization training curricula, including classroom instruction and hands-on field training.
- Oversee the successful launch and ongoing sustainability of the training site and programs.
- Monitor and evaluate program effectiveness, implementing continuous improvements.
- Participate in weekly meetings with Vermont's State Energy Office providing updates on project deliverables.
- Collaborate with stakeholders to address feedback and enhance training quality.

Instruction and Technical Expertise:

- Provide instruction on Vermont's Home Weatherization Assistance Program and energy-related topics.
- Stay current with industry trends, technologies, and regulations in weatherization and energy efficiency.
- Maintain training materials, including manuals, presentations, and hands-on exercises.

Team Leadership:

- Supervise and mentor training staff, including instructors and support personnel.
- Establish and manage an advisory committee of key stakeholders in the local weatherization industry.
- Coordinate with Vermont's weatherization agencies and field supervisors to identify training needs.
- Foster a collaborative learning environment that promotes knowledge sharing and skill development.

Quality Assurance and Compliance:



- Ensure all training programs meet or exceed state and federal weatherization standards.
- Maintain accurate records of training activities, certifications, and participant progress.
- Collaborate with the fiscal manager to develop, monitor, and forecast training budgets.

Stakeholder Engagement:

- Serve as the primary point of contact for training-related inquiries from weatherization agencies, contractors, and program partners.
- Represent the organization at industry conferences, workshops, and meetings
- Build and maintain relationships with external training providers and certification bodies

**Qualifications:**

- Bachelor's degree in education, construction management, or related field; advanced degree preferred
- Minimum of 5 years of experience in weatherization, energy efficiency, or related field
- Proven track record in developing and managing training programs
- Strong knowledge of weatherization techniques, building science, and energy auditing
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office suite and learning management systems
- Ability to travel as needed for training delivery and program oversight

**Required Certifications:**

- Building Performance Institute (BPI) certifications
- OSHA 10 safety training
- Additional certifications such as PTCS duct sealing, shell technician, or lead-safe weatherization practices are desirable