Work for The Community Weatherization Coalition!

Program Assistant (Part-time)
Gainesville, FL

The Community Weatherization Coalition (CWC) is a grassroots non-profit organization, which started in 2008 in Gainesville, FL. Serving over 1,100 Alachua County homeowners and renters to date, the CWC aims to reduce the utility burden of our community’s most vulnerable citizens, while conserving water and energy, by providing unique, volunteer-driven, home energy tune-ups. During a tune-up, volunteers spend 2-4 hours working closely with residents to inspect the building envelope, major appliances, lighting, water consumption, and safety issues. Measures are installed including efficient light bulbs and showerheads, outlet gaskets, pipe insulation, and CO detectors, and educational tips are shared.

About the job
The Program Assistant is responsible for recruiting and scheduling clients and volunteers for free home energy tune-ups, coordinating biannual Energy Coach trainings, and aiding in special events, fundraising, and community outreach. This position reports to the Program Director and consists of spending the majority of working hours in CWC’s office located near Downtown Gainesville.

Why work for the Community Weatherization Coalition
Help create more disposable income for your neighbors in need, while doing hands-on work to help protect natural resources and help address climate change. In our small but growing nonprofit, you’ll have the opportunity to work alongside a fantastic group of passionate volunteers, contribute to a wide range of tasks, and make a direct, positive impact, both locally and globally!

Responsibilities and Duties

Coordinating and conducting tune-ups
- Perform home energy tune-ups, effectively supporting other Energy Coach and engaging residents
- Track inventory and tune-up supplies; keep Director apprised of ordering needs
- Enter and manage data for client files, reviewing tune-up spreadsheets for accuracy
- Create personalized follow-up reports for clients
- Coordinate between volunteers and residents to perform tune-ups

Community Engagement and Client Recruitment
- Research and pursue speaking opportunities to help disseminate information about CWC
- Represent the CWC by tabling at outreach events and recruit and train outreach assistants
- Conduct follow-up survey calls to gauge customer satisfaction
- Coordinate donor outreach including writing thank you cards and receipts
- Assist in the design of promotional materials for events, trainings, and potential mailers

Volunteer Management
- Train and mentor inexperienced Energy Coaches
- Develop and implement strategies to recruit volunteers for biannual Energy Coach Training
- Coordinate biannual 3-day training event
- Maintain volunteer contact records and volunteer hours
- Supervise office volunteers and interns, providing them with proper supervision and guidance as needed
- Assist in volunteer recognition and appreciation

Other duties
- Oversee interns to coordinate key events; Annual Summer Bowling Fundraiser and Holiday Mingle
- Manage, oversee, and grow CWC’s social media platforms, Facebook and Instagram
- Coordinate media releases
- Assist with fundraising efforts and coordinate Sponsorship sub-committee meetings
- Other duties as assigned
Qualifications, Experience, Knowledge and Skills

Required

- Associate Degree or higher education preferred; equivalent work experience considered
- Positive, collaborative attitude; able to engage diverse stakeholders
- Strong attention to detail
- Highly effective communicator both in speech and writing
- Exceptional customer service skills, over the phone and in person, with clients, partners, and volunteers
- Strong organizational skills; individual must be comfortable working independently
- Passion for sustainability, energy efficiency, and CWC’s mission
- Proficient in Microsoft Office program, and web-based applications such as Google Docs and Canva
- Experience with social media platforms
- Holds a valid Florida Driver’s license

Preferred skills and experience

- Experience working or volunteering in non-profit sector, managing or working alongside volunteers
- Data management
- Public speaking experience
- Event planning
- Community outreach

Physical requirements and working conditions

- Exposure to potential allergens such as animals, mold, cigarette smoke during home energy tune-ups
- Must have reliable transportation and ability to transport ladders and tune-up supplies
- Must be able to do occasional heavy lifting, climb a 6’ ladder, and be capable of moderate physical activity during tune-ups (bending, lifting, reaching arms above head for short periods)
- Required to sit for long periods
- Must be available and willing to work occasional weekends and evening events

Job Type: Part-time, 30 hours/week
Pay: Hourly; starts at $15/hour
Schedule: Monday to Friday 9:00am-4:00pm; occasional nights and weekends required
Benefits: Two weeks paid time off (Federal Holidays and one week during Holidays); flexible work schedule
Start date: On or by February 10, 2020
Apply: To apply, please email a letter of intent and resume to: cwc@communityweatherization.org by January 12, 2020