



**Community Action Partnership of Oregon (CAPO)  
Oregon Training Institute  
Project Coordinator  
Job Announcement**

**General Description:**

The Oregon Training Institute (OTI) Project Coordinator is responsible for organizing and coordinating logistics as well as delivering technical training for participants related to residential energy efficiency, energy conservation programs, and diagnostic technologies for HVAC equipment. This position is responsible for reviewing, evaluating, and creating all policies and procedures related to curriculum development, delivery and implementation including the overall management of the Residential Energy Auditor program, Building Performance Institute program and other industry specific programs certification & re-certification standards. This may include formal classroom training, end-user and technical professional orientations, web-based training, and other venues determined to be appropriate and effective for meeting the skills development requirements for the implementation and ongoing use of a nationwide database system.

**To apply, send resume with cover letter via email to: Janet Merrell, Executive Director, Community Action Partnership of Oregon [janet@caporegon.org](mailto:janet@caporegon.org).**

The specific statements reflected in each section of this Job Description are not intended to be all inclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

**Essential Duties:**

- ✓ Administer OTI Training Programs and coordinate trainings with the Oregon Energy Coordinators and Affiliates (OECA) Training and Technical Assistance (T&TA) committee. Training methods include individual training, group instruction, self-study, lectures, demonstrations, simulation exercises, and web-based training.
- ✓ Supervise all OTI training delivery.
- ✓ Coordinate instruction in classroom and field settings for energy related programs.

- ✓ Determine new courses and delivery methods to most effectively promote the knowledge and skills required to implement residential energy efficiency programs.
- ✓ Coordinate with Oregon Housing and Community Services Energy Services in order to determine training effectiveness and impacts to program performance.
- ✓ Monitor certification programs and curriculum development. Maintain tracking systems for attendees at trainings/conferences and measure their progress; compile data and analyze past and current year training requirements.
- ✓ Secure trainers, locations, and facilities to conduct trainings and meetings.
- ✓ Work with CAPO Executive Director to develop, monitor and update OTI's yearly budget.
- ✓ Work with CAPO Communications consultants to maintain the website.

**Required Qualifications:**

- ✓ A minimum of two years of experience as a trainer, workshop instructor, and/or conference organizer, including curriculum development.
- ✓ Strong understanding of building science, thermodynamics, and energy conservation principals.
- ✓ Strong facilitation skills required.
- ✓ Willingness to obtain pertinent certifications within six months of hire date.
- ✓ Strong understanding of Oregon Universal Building Codes.
- ✓ Excellent written, verbal, and listening communication skills.
- ✓ Ability to work both independently and as a team member.
- ✓ Valid Oregon Driver's License, current auto insurance and a driving record that will allow individual to be added to organization insurance.

**Preferred Qualifications:**

- ✓ Experience with low-income programs.
- ✓ Demonstrate established relationships with community-based organizations, state agencies, private sector partners, and individuals to help develop collaborative services.

**Skills & Abilities:**

- ✓ Ability to work independently/remotely.
- ✓ Flexible in work schedule.
- ✓ Work well within a team environment and with community members.
- ✓ Work on various tasks simultaneously in an effective, efficient manner.
- ✓ Available to work evenings, weekends and provide out-of-town training sessions as necessary.
- ✓ Maintain positive attitude.
- ✓ Demonstrated ability in problem solving and decision making.
- ✓ Strong organizational skills and attention to detail.

**Additional information about employment, salary and benefits:**

The OTI Project Coordinator will be an exempt employee of the Community Action Partnership of Oregon (CAPO) and supervised by the CAPO Executive Director and accountable to the CAPO Board of Directors. The OTI Advisory Committee will provide guidance, support and planning assistance as needed.

Annual Salary range: \$65-80,000 DOE. Benefits include full medical/dental coverage for the employee and 80% coverage for family members. CAPO provides a 401(k) plan for all employees to begin contributing to immediately, with CAPO adding 5% of annual salary after one year of employment. CAPO offers 11 paid holidays, 2 personal days, plus paid vacation and sick leave.

Recruitment for this position will close on August 20, 2021, with the goal of completing the interview and hiring process no later than October 1, 2021, and a start date as soon as possible after the hiring process is completed.

*Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. CAPO does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency.*