

VHCB AmeriCorps

HEAT Squad Community Engagement Specialist

NeighborWorks of Western Vermont, 110 Marble Street, West Rutland, VT



Join the HEAT Squad team to network, educate and engage with low-moderate income Vermonters about home energy efficiency and home repair, resulting in energy audits and ultimately to completed efficiency and repair improvements making homes: warm, safe, dry, and efficient. This position will increase outreach efforts of the HEAT Squad and foster new relationships with service providers and homeowners throughout our service area. Saving homeowners money and saving the environment- join the team today!

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

NeighborWorks of Western Vermont, located in West Rutland and Bennington, is a one-stop-shop, providing all the answers and support a homebuyer or homeowner needs – homebuyer education, realty, lending, energy efficiency and home repair. What makes NeighborWorks of Western Vermont different is our non-profit mission: to build great communities, one dream home at a time. HEAT Squad is a non-profit service of NeighborWorks of Western Vermont, helping homeowners to save money on energy bills and improve the comfort of their home.

Essential Functions:

- Support the HEAT Squad team to educate, inform, and engage with the public about residential energy audits, home repair, healthy housing, and energy efficiency improvements.
- Responsible for implementation and execution of various outreach strategies and initiatives, serving with community leaders, energy committees, employers, and grassroots organizations to further the mission of the program. Perform presentations at events when necessary.
- Intake and scheduling with homeowners, providing education about the energy audit, health and housing, and home repair, and to discuss the steps in the process.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Assistance to the HEAT Squad team, serving closely with the Program Manager, Energy Auditors, Home Repair Specialists, and NWWVT Outreach members.
- Attend meetings, webinars, trainings, and events that are related to and/or associated with energy efficiency and technologies.
- Helping with related program paperwork, filing, data entry, data tracking, phone calls, folders, and calculations as necessary.

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Desired Qualifications:

- Good people skills, outgoing, team player, self-directed, computer skills, and leadership abilities.
- Strong desire to be exposed to and willingness to help diverse populations.
- Reliable, independent transportation is an absolute must and ability to attend local and national trainings is required.
- Capable of effective oral and written communication with all members of society, and comfortable with public speaking and presentations.
- Strong organizational skills, attention to detail, leadership skills, and personable are all a must.
- Ability to maintain focus and productivity in an “open space” environment with routine distractions.
- Equally effective serving independently as well as part of a team.
- Aptitude for learning about energy efficiency, building science and weatherization techniques.
- Strong computer skills. Familiar with Microsoft Office, including Word, Publisher, PowerPoint and Excel, and willingness to learn CRM Salesforce.

Minimum Qualifications:

- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:

Service will be performed in an open office setting and will include outdoor, public, on-site service time as well. Attendance at events in evenings and weekends may be required.

Position begins September 9th, 2019 and ends August 14th, 2020.

This position is **Full Time**: Requires 1,700 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,095 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does not have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).



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To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

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West Rutland, VT 05777
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(802) 797-8610

Application deadline: August 26, 2019

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.

Member Name: _____

Signature: _____

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