

Northern Nevada Project Coordinator & Quality Assurance Specialist:

HomeFree Nevada (HFN), a 501 (c) 3 is the statewide sponsor for Home Performance with ENERGY STAR (HPwES), a national program jointly sponsored by the Environmental Protection Agency (EPA) and the Department of Energy (DOE). As the program sponsor of HPwES, HFN employs a comprehensive whole home approach to influence market behavior and awareness that includes deeper energy efficient upgrades, financing and incentives opportunities, homeowner awareness and education campaigns, technical and sales training for contractors, and community outreach and engagement strategies.

HomeFree Nevada is working to maximize market penetration for adoption of energy saving behaviors and energy efficient home upgrades in Nevada. To help achieve this goal HomeFree Nevada has an immediate full-time opening for the position of Northern Nevada Program Coordinator & Quality Assurance Specialist. Core functions of this position will include:

1) Promote HomeFree Nevada in Northern Nevada

Represent HFN at community events with the goal of building community awareness and demand for whole home performance assessments and energy efficient upgrades. Present to relevant stakeholders across Northern Nevada in accordance with the organization's community and public relations goals and objectives. Assure the organization and its mission, programs, and services are consistently presented in a strong, positive image to all stakeholders and partners.

2) Administer the HFN HPwES program per the Program Manual

Develop a detailed working knowledge of the HFN Program manual and serve as the Northern Nevada primary point of contact and organizational liaison for the community and industry professionals regarding HFN. Manage the Northern Nevada phone number and respond to all homeowner, affiliate and stakeholder inquiries in a timely manner.

3) Administer the HFN Quality Assurance/Quality Control program for Northern Nevada

Develop a working knowledge of HFN QA/QC manual and assist and mentor program partners to ensure consistent quality across the organizations program delivery. Create and maintain appropriate records, program forms and prepare appropriate reporting documents in a timely manner. Plan and coordinate quarterly contractor trainings based on the needs of program contractor partners.

4) Business Development and growth of HFN in Northern Nevada.

Recruit, enroll and manage BPI qualified contractors in the HFN program. Establish and maintain relationships with community stakeholders including but not limited to contractors, real estate agents, lenders, utilities, and public officials and use these relationships to build community awareness about the benefits of residential energy efficient upgrades. Work with Nevada Retrofit Initiative grant partners and program marketing partner to coordinate communications and marketing activities aimed at enrolling residents into the HFN program to make energy efficient upgrades. Help identify and develop future funding opportunities.

Qualifications:

- Bachelor's degree or equivalent in construction management, civil engineering, structural engineering, mechanical engineering, architecture, building science or related field
- High level of interpersonal, customer service, and communications skills, as well as the ability to critically understand, communicate, and resolve third party concerns
- Visual and diagnostic ability and physical capacity to conduct comprehensive QA/QC assessments
- High level of interpersonal and communications skills, as well as the ability to critically understand, communicate, and resolve third party concerns
- Knowledge and proficiency with Microsoft Office Suite and Adobe
- BPI or RESNET certification and strong preference for past home performance contracting experience. Knowledge of DOE/RESNET approved software preferred
- Driver's license and appropriate insurance with the flexibility to travel
- Excellent organizational, training, coordination, and leadership skills a must

To apply: Interested applicants should submit a brief proposal letter, salary requirements, resume, and three recent references to: Attention Denee Evans, at denee@homefreenv.org. Deadline to submit: Friday, December 23, 2011 by 5:00pm PST. Please note that this position is 100% grant funded.