North Country Weatherize Coordinator
Job Posting
October 2019

Clean Energy NH (CENH) is seeking applicants to fill the position of North Country Weatherize Coordinator (Wx Coordinator). Clean Energy NH is the largest statewide nonprofit organization working to advance a clean energy economy for all of New Hampshire. We deliver our technical expertise to empower businesses, municipalities, and policy makers to make informed energy decisions to lower costs, improve sustainability, and realize the other benefits of New Hampshire-based energy solutions.

In December 2018, Clean Energy NH was awarded a three-year grant from the Neil and Louise Tillotson Fund to expand markets for energy efficiency in Coös County. This position will build on the foundation of relationships and progress established by the first phase of the initiative, the Energy Circuit Rider (ECR) program, which launched in April 2019. The Wx Coordinator will expand the program’s focus from the municipal sector to encompass broader public engagement and education.

Job Description

The North Country Weatherize Coordinator (Wx Coordinator) will work with Clean Energy NH staff to coordinate “Weatherize Campaigns,” community programs to increase access to energy efficiency measures such as air sealing and insulation that lower homeowners’ energy bills, improve home comfort, and stimulate local economic activity. Weatherize Campaigns will coordinate with NHSaves energy efficiency programs such as the residential Home Performance with Energy Star (HPwES) program.

Clean Energy NH’s office is located in Concord, NH. The Wx Coordinator will be located in the North Country and will work remotely including regular visits to participating communities and occasional visits to Concord as needed. This is a part-time position with some flexibility in work hours. The Wx Coordinator will likely need to attend occasional evening or weekend meetings with partner communities.

This position is grant funded and is contingent on continued availability of grant funds. The project and this position are anticipated to be funded through 2021.

Wx Coordinator Responsibilities

The following responsibilities will be carried out in coordination with the Energy Circuit Rider and other CENH staff. The Wx Coordinator will be responsible for the following:

- Recruit and organize volunteer teams to conduct public outreach and education for weatherize campaigns;
• Identify local energy champions/volunteers to partner with on community outreach; facilitate creation of new energy committees;
• Track and manage workflow data on volunteer team activities, leads, energy audits, weatherization job implementations, savings, etc.;
• Communicate with utility/NH Saves partners;
• Engage businesses/contractors providing energy auditing and weatherization (Wx) services in Coös County as partners in Weatherize Campaigns;
• Convene contractor meeting; assess capacity of contractors to implement Wx Campaign; co-design details of Wx Campaign implementation with contractor community;
• Work with volunteer teams and contractor partners to conduct marketing, outreach, and education for energy efficiency opportunities;
• Collaborate with weatherization (Wx) contractor community to streamline project implementation;
• Regular communication with other Clean Energy NH staff and community partners;
• Assist with reporting on project status and progress.

Required Qualifications:

• Strong interpersonal skills; ability to build strong working relationships with community leaders and volunteer teams, and excellent communication skills.
• Self-starter; ability to work independently, take initiative, and contribute actively to designing work plan, organizing meetings and schedule of activities.
• Ability to document, track, and report on multiple aspects of Weatherization campaigns in organized fashion.
• Writing skills; proficient with Microsoft Word and Excel.
• Experience with project management with demonstrated ability to see projects through to successful completion.
• Access to vehicle, current state driver’s license in good standing, and ability to regularly travel to partner municipalities throughout Coös County (work required mileage expenses will be reimbursed).
• Wx Coordinator must be located in North Country of NH or be willing to relocate to that area.

Additional Desired Qualifications:

• Experience working in the energy sector and knowledge of energy services, markets, policies, and NH Saves programs
• Experience with energy auditing and/or weatherization projects.

Compensation: Salary commensurate on experience up to $20/h
Mileage Reimbursement: Reimbursed at standard Federal mileage rate
Approximate Hours/Week: 20 hours – 30 hours/week
Anticipated Start Date: January 3, 2020
Instructions for Applicants: Applicants will email a resume and cover letter to Henry Herndon at henry@cleanenergynh.org. Applications will be accepted until position is filled but review of applications will begin October 2019.