



Position Title:

Energy Training Corps - Energy Navigation and Education Assistant

Overview:

Join the Ecolibrium3 Energy Training Corps for this paid service opportunity through AmeriCorps! This position will assist households in accessing crucial energy efficiency services and streamline program processes for staff and participants. Primary responsibilities center around Ecolibrium3 Energy Program client support and management. Applicants interested in case management, customer service, and energy efficiency are strongly encouraged to apply!

Key Duties and Responsibilities:

- **Energy Navigation Duties (80%)**
 - **Energy Program Intake:** Assist in household intake for the Ecolibrium3 Energy Program. This includes program communication via phone call, email, office visits, tabling, and recruiting households for Ecolibrium3 Energy Program services.
 - **Client Processing:** Assist in the processing of client paperwork, such as income verification, liability documents, and educational pamphlets.
 - **Scheduling:** Schedule home energy assessment and home energy upgrade appointments for eligible households. Create calendar invitations and prepare necessary documents for Ecolibrium3 staff and AmeriCorps members to perform work.
 - **Case Management:** Meet with household clientele to develop multi-step personalized energy upgrade plans. This includes explaining data presented in home energy assessments reports, identifying potential funding opportunities to cover upgrade costs, and continued one-on-one support for clients as they proceed with upgrades over time.
 - **Record Keeping:** Maintain accurate records of assessments, upgrade work performed, and interactions with clients to ensure effective service delivery and reporting.
- **Community Engagement and Outreach Duties (15%)**
 - **Outreach:** Represent Ecolibrium3 and its programs at various spaces and events to gather community feedback and deliver programmatic information. Assist in strategic communications and outreach strategy for the program.
 - **Community Education:** Educate residents about energy-saving practices and the benefits of home upgrades, providing guidance and resources to support their efforts.
 - **Member Recruitment:** Recruit other Energy Training Corps candidates for service.
- **Energy Efficiency Duties (5%)**
 - **Energy Assessments:** Learn the basic techniques of conducting comprehensive home energy assessments, including the use of diagnostic tools to identify areas of energy loss and inefficiency.
 - **Energy Improvements:** Learn the basic techniques of performing holistic energy improvement measures, such as air sealing, insulation, and combustion safety analysis.

Qualifications:

- High school diploma or equivalent; some college coursework or vocational training in a related field is a plus.
- Interest in energy, case management, and community service.
- Service-minded and eager to learn new skills.
- Strong communication skills and ability to work effectively with different populations.
- Ability to work independently and as part of a team.
- Basic math skills and attention to detail.
- Capable of meeting the physical requirements as listed below.
- Must be a US Citizen, US National, or Lawful Permanent Resident Alien of the US.
- Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.

Benefits:

- Maximum biweekly living stipend of \$1,187.77 for full time (40 hours/week) members.
- End of service education award - amount varies by service hours
- Earned certifications in the energy industry.
- Opportunity to make a tangible impact in your community.

PHYSICAL REQUIREMENTS

Percentage of time per day: Sitting- 50% Standing- 40% Walking- 10%

Indicate C,F, or O in front of each item below: (C = continuously 67-100% of workday; F= frequently 24-66%; and O= occasional 1-33%)

Activity		Environmental Conditions		Dexterity	
O	Bend	o	Vibration	O	Eye/Hand coordination
O	Stoop	O	Noise	O	Feet (foot pedals)
O	Kneel	O	Extreme Heat	O	Fingering (picking/pinching)
O	Crawl	O	Extreme Cold	C	Handling (holding/grasping)
C	Climb Stairs	O	Wet/humid		
O	Climb Ladders	O	Moving parts		Weight Lifting/Carrying
F	Driving	O	Chemicals	C	0-10 lbs. (Sedentary)
O	Twisting	O	Electricity	C	11-25 lbs. (Light)
O	Reach above shoulder	O	Radiation	F	26-50 lbs. (Medium)
O	Reach below shoulder			O	51-74 lbs. (Heavy)
O	Work at low position			O	75-100 lbs. (Heavy) w/assistance
O	Push/pull				
O	Work on Elevated surfaces				
O	Wrist Motion (repetitive, flex)				

Ecolibrium3 and AmeriCorps Energy Training Corps do not discriminate with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, familial status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Reasonable accommodations provided upon request.