

Summary of Position

The Home Energy Assessment (HEA) Coordinator will play a vital role in helping members of our community, including Spanish speaking households, make their homes healthier, more comfortable, and more resilient in the face of our changing climate, and to reduce energy costs. Primary responsibilities will include conducting assessments in residents' homes, helping households access low to no-cost energy upgrades and zero-interest loans, and documenting data and project paperwork to receive utility incentives. Some outreach and marketing to drive program engagement will also be part of the job.

Type of Position: *Full-time, 32 hours, non-exempt. Potential for part-time, 24 hours, if desired.*

Expected start date: *Early April, 2026*

Reports to: *Home Energy Assessment Program Manager*

Supervisory Responsibility: None at this time. May begin to supervise volunteers, interns as the scope of this position develops in the future.

Work Environment: The Environmental Center (TEC) is located at 16 NW Kansas Ave. Our team consists of 11 staff members. Our downtown Bend facility offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor garden spaces.

We operate as a hybrid workplace, giving employees the flexibility to work on-site, in the community, or remotely (at home or other locations) to successfully fulfill the roles and responsibilities outlined for each position, while recognizing that some roles require more in-person and/or office time than others. This position will spend at least half days a week of their time driving to and performing energy assessments in residential homes in Deschutes, Jefferson, and Crook Counties. The remainder of the work will be done at TEC's office and/or at home, with the final mix being decided upon by the employee and their supervisor.

About The Environmental Center (TEC)

TEC is a regional hub of environmental education, engagement, and action. Our mission is to embed sustainability into daily life in Central Oregon. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work, and play – for all of us today and for future generations to inherit. We strive to prioritize equity and accessibility in the decisions we make, the partnerships we build, the services we deliver, and the outcomes we seek to achieve.

You can learn more about us and read our values at envirocenter.org.



Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. We recognize that community members who are Native, Indigenous, Black and other people of color, 2SLGBTQ people, those with disabilities, people who are houseless, those with low incomes, and people who live in rural areas are most adversely affected by climate change and environmental degradation, and oftentimes the least included and prioritized. We believe these communities must be at the center of our work, and we strongly encourage people with these identities to apply for this position.

Essential Outcomes for the Home Energy Assessment Program Coordinator

- Schedule and complete at least 2-5 home energy assessments per week.
- Connect households with information and resources to save energy.
- Help deliver outreach and marketing activities to connect with prospective customers.

In addition, each TEC staff member is asked to:

- Create an annual work plan to achieve your goals, consistent with TEC's strategic plan.
- Identify and work towards your annual growth and development goals.
- Participate in and put into practice TEC's commitment to diversity, equity, and inclusion (DEI) - which includes but is not limited to engaging in individual and team learning opportunities and attending/supporting community events and programs hosted by other organizations.
- Represent TEC's values and uphold our Team Charter.
- Provide supportive and developmentally-focused supervision for direct-reports, in accordance with TEC's adopted policies and procedures.

Scope and Duties for the Home Energy Assessment Program Coordinator

Home Energy Assessments (~65%)

- Call and email customers to schedule their free HEAs and maintain communication records.
- Complete HEAs and collect thorough and complete data
- Accurately fill out HEA paperwork
- Input HEA and customer data into TEC's database
- Provide detailed individualized information to each household on ways that they can save energy through the HEA program as well as additional measures that fit their unique circumstances
- Ability to complete these tasks in both English and Spanish

Program Administration and Outreach (~25%)

- Maintain program database
- Accurately complete and submit all project incentive applications to Energy Trust of Oregon and other agencies
- Assist the HEA Program Manager in connecting clients with TEC's gap fund loan application processes



- Conduct and support program marketing and outreach activities, including tabling and energy education presentations
- Stay informed about energy efficiency and renewable incentives, rebates, and tax credits in an ever-evolving landscape

Other (10%)

- Participate in monthly check-ins and an annual review with your supervisor.
- Be present at the office to answer community inquiries and provide information about TEC, in accordance with our adopted hybrid workplace policy.
- Provide vacation coverage for other teammates as needed.
- Complete timekeeping and other reporting requirements.
- Participate in organization-wide activities as needed, including our Mountainfilm event, Earth Day Fair and Parade, Sustainability Awards and donor/supporter events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The Home Energy Assessment Program Coordinator's scope of work requires fluency in English and Spanish. Candidates who are bilingual in English and Spanish will be compensated above the base wage for the value this brings to the role and our organization's ability to engage Spanish speakers in Central Oregon.

The person in this position must reside in Deschutes, Jefferson, or Crook counties and be able to travel throughout the region.

We Are Looking For

- English and Spanish fluency. Only bilingual candidates will be considered for this position.
- Knowledge, or interest in learning, about building science and efficiency.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Excellent written and verbal communication skills.
- Passion for contributing to climate action and community well-being.
- Valid driver's license and access to a personal vehicle. Note: TEC has an electric vehicle that will be available to you. However, it will sometimes be necessary to drive a personal vehicle. You will be reimbursed for mileage when you use your own vehicle for work. If this is a barrier for you to apply, please reach out.
- Ability to complete HEAs, which includes lifting and carrying tools that may weigh up to 15 pounds, accessing crawl spaces, attics and other tight spaces, and regularly using a step-ladder and flashlight.
- Strong organizational skills and attention-to-detail.
- Proficiency with Google Workspace apps.
- I-9 Employment Eligibility Verification will be required.



Compensation & Benefits

The wage for this position is \$22.97/hour, which is \$2.00 above TEC's base wage for program coordinators because being bilingual is a required skill for this position. New employees may be eligible for a wage increase up to a maximum of \$24.97 per hour if they have one or more of the qualifications listed below:

- Advanced training/degree in building science, energy efficiency, or something related.
- Prior experience (must be directly relevant to the position)

In addition, TEC offers:

- For full time employees:
 - Group medical, vision and dental insurance policies. TEC pays up to 85% of the premium for full-time employees;
 - Access to a SIMPLE IRA retirement plan with employer match up to 3% of the employee's annual gross income;
 - 12 paid holidays per year and a generous personal-paid-time-off policy;
 - \$500 annual stipend to support growth and development opportunities.
- For part time employees (under 30 hours):
 - Group medical, vision, and dental insurance policies (TEC will pay up to 50% of the Option 1-Gold monthly medical+dental premium for the employee only);
 - Access to a SIMPLE IRA retirement plan with employer match up to 3% of the employee's annual gross income;
 - Paid holidays and a generous personal-paid-time-off policy;
 - \$250 annual stipend to support growth and development opportunities.

TEC will provide a laptop, external monitor, keyboard, and mouse, plus a small stipend to support a comfortable home office.

Ready to Apply?

We respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

Please mail or e-mail a cover letter describing, in English, your interest in the position, a resume, and three relevant references who can speak to your qualifications.

Please state your level of Spanish and English language proficiency in your application. Interviews will be a combination of English and Spanish.



The Environmental Center

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Please note this job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the employee to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications; not on race, color, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.

If you need assistance or accommodation due to a disability, please contact us at info@envirocenter.org or call us at (541) 385-6908.

