



**LED Installer**

**Accepting applications until Thursday June 1<sup>st</sup>**

**An application includes a cover letter, a resume and three references  
(See Hiring Process and Timeline below for complete details)**

**Position Type:** Temporary, part-time

**Location:** Bend, OR

**ABOUT US:** The Environmental Center's niche in the ecosystem of local environmental organizations is our focus on daily life, right here in our community. We know that a healthy environment is essential for human and all other life to thrive on planet earth. And we believe that changing how we humans live, work, play and learn is essential to ensuring that healthy environment. Our mission is to embed sustainable thinking and behavior into daily life in Central Oregon.

We also know that achieving sustainability is no small task. So much needs to be done to tackle the big problems of our day, like climate change and the loss of biodiversity, problems rooted in individual daily choices and the systems and policies that influence them.

We have a lot of work to do. And we are passionate about it getting it done.

The Energy Challenge is a program of The Environmental Center and was developed to help everyone in Central Oregon save energy. The LED program installs super-efficient LED light bulbs, water saving shower heads and faucet aerators in local homes. So far, this program has reached over 3,200 homes and has installed over 50,000 energy efficient items, saving local homeowners in Bend, Tumalo and Redmond more than \$9.2 Million.

**SUMMARY OF POSITION:** This position is the lead installation staff for the [LED Residential Direct Installation program](#), a program of The Energy Challenge of Central Oregon. The position installs LED light bulbs and water saving devices in homes and educates customers about other energy conservation and efficiency measures and solar energy options.

**SUPERVISOR:** This position reports to the Program Associate for The Energy Challenge and works closely with the LED Project Assistant almost daily. Also works closely with The Energy Challenge Program Director, Development Associate, and Office Manager.

**SUPERVISORY RESPONSIBILITIES:**

Does not supervise other paid staff. May supervise volunteers and/or interns from time-to-time that assist him/her in executing specific tasks.

**POSITION SCOPE AND DUTIES**



## LED Residential Direct Installation Program:

- Complete installations of LEDs and water saving fixtures as needed to meet expected targets/results (~24 installations per week) (~ 75% of time).
- Educate homeowners on other energy saving opportunities, such as home performance audits, ductless heat pumps, solar, and heat pump hot water heaters.
- Accurately complete necessary paperwork and other data entry daily (on same day as installations) to ensure timely utility reimbursement for the light bulbs and water saving fixtures
- Monitor and order inventory
- Assist the Program Associate in developing and implementing a marketing and outreach plan for LED installations
- Assist LED Project Assistant in office and customer service tasks
- Recruit, train and schedule new volunteers

## Other

- Assist Energy Challenge team at community outreach events such as the COBA Tour of Homes, Fall Fest, etc. May require additional hours, above and beyond the 24 hours for LED installations, during the week of these events . Need for additional hours will be set at in advance.
- Participate in regular check-ins with your supervisor, periodically report progress towards annual results to your supervisor, and participate in an annual performance review of self and other staff. Provide vacation coverage for other staff, as needed.
- Complete, in a timely manner, timekeeping, activity and financial reports and other reporting requirements necessary to comply with contracts, grants and other funding agreements, as directed by your supervisor.
- Act consistent with “How We Roll @ TEC: Our Team Charter” in all aspects of your work at TEC.
- Communicate openly, constructively and cooperatively with all TEC staff, Board of Directors, volunteers, member groups and other partners to achieve our mission, program and organizational goals, enable efficient decision-making and maintain positive morale.

## HIRING PROCESS & TIMELINE

- **Accepting applications until Thursday, June 1<sup>st</sup> 2017.**
- **An application includes a cover letter, a resume and three references (at least two references must be from jobs) that demonstrate the applicant’s fit for the position.**
- **Applications should be submitted via email to [lindsey@envirocenter.org](mailto:lindsey@envirocenter.org) and to [neil@theenergychallenge.org](mailto:neil@theenergychallenge.org). Please send files as either a Word or pdf document. No paper applications, please.**
- We will conduct in-person interview during the week of June 5<sup>th</sup> and hope to hire by June 12.
- The selected candidate will begin as early as Wednesday, June 14th, depending on availability.
- No phone calls, please. We will contact you if you are selected for an interview.



## **JOB QUALIFICATIONS**

- Personable and professional communication skills, verbally and in writing.
- Enthusiasm for energy conservation and efficiency.
- An ideal candidate would have a background knowledge in common energy efficiency upgrades
- Comfortable approaching, engaging, and talking to people about energy, in person and on the phone.
- Positive, outgoing, motivated, and enthusiastic attitude.
- Flexibility and adaptability when customers cancel appointments and appointments need to be reschedule or filled by a new customer
- Valid driver's license and good driving record
- Ability to lift and carry a minimum of 25 pounds (LED bulbs, water saving devices, equipment and written materials) and use a ladder and simple tools to complete installations.
- The ideal candidate will have prior experience in customer service and using Salesforce or another customer relationship management software; and possess background knowledge of common energy conservation and efficiency measures and upgrades, as well as solar energy options, for the residential market in Oregon.

## **COMPENSATION AND BENEFITS**

- This is a part-time, temporary position, working 24 hours/week, until the end of 2017. No benefits other than those required by law (such as sick leave).
- \$13 hourly + \$3/install commission (Estimated 24 Installs/week)
- In lieu of benefits stipend: \$100/month
- Flexible work schedule. Installation appointments will be scheduled up to 4 weeks in advance but the schedule can be determined by the employee as long as the appointment days and times chosen are within reason, work for homeowners, and keep us on track for an average of 24 installations per week. An example schedule could be: M,T,W, 8:00 – 4:30 or M, TH, Sat (10:00 – 6:30). The final schedule will be worked out with your supervisor.

## **HOW WE ROLL @ THE ENVIRONMENTAL CENTER – Our Team Charter**

Achieving The Environmental Center's (TEC) mission, vision and values is hard work; sharing the work load is essential to maintaining our sanity, morale and momentum. Our success and well-being, individually and as an organization, requires a team-oriented mindset and a set of principles that guide how we work together.

Our team's guiding principles are:

### **Shared Responsibility**



Everyone contributes to and is jointly responsible for the health and success of the organization. We all work to make TEC efficient and effective. We take full responsibility for our individual work plans and share the load on collective activities.

### **Accountability**

We recognize that work plans and deadlines are needed to get our work done. We make the best use of our time and effort in completing our individual work plans, respect other's timelines and schedules, and keep our commitments to each other. We seek timely input from others when we need to adjust timelines or need help prioritizing or making a decision.

### **Involvement in Organizational Decision-Making**

Staff members have a right to be involved in decisions that affect them. When making decisions, we strive for clarity about the issues at hand and keep in mind the best interests of TEC as a whole. Once a decision has been made, we all work to support it.

### **Empowerment**

We assume people are acting in good faith and to the best of their abilities, and leave as much discretion as possible to those doing the work. We support decisions made by our co-workers, especially those decisions we elected not to be a part of.

### **A Supportive, Collaborative Work Environment**

We get to know each other personally, connect with each other every day, and support each other in difficult times. We value every job at TEC and acknowledge and appreciate each other's work. We actively seek input and support from each other. We ask each other for help during our individual peak work periods and we make time to assist others during their peak times whenever possible. We honor the work/life balance needs of each individual.



**Open and Respectful Communication**

We value honest, respectful and face-to-face communication, and the diverse perspectives and communication styles we each bring to TEC. We recognize that the personal stuff we bring to work can impact our co-workers and strive to minimize those impacts.

**Pride in Our Work Place**

We each look out for the look, feel, cleanliness and security of our workplace. We keep our individual work space organized and presentable and clean up after ourselves in shared spaces.

**Growth and Feedback**

We are open to change, in ourselves and each other, and understand that giving and receiving feedback is a key part of such change. We make an effort to recognize and correct our own mistakes and to make positive progress in our interpersonal and technical skills.

**Conflict**

We recognize that disagreements and conflicts will arise from time to time. We handle these in a respectful and productive way by utilizing “I” statements, active listening, care, honesty, and pausing/delaying discussions for reflection, perspective and cooling off when needed.

**Adaptability**

As Murphy put it, “Shit happens!” We value a positive attitude and flexibility and adaptability when faced with changing or unforeseen circumstances and events beyond our control.

