



LED Project Assistant

Accepting applications until Thursday June 1st

**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. To date, the LED installation program will save \$9.4 million in future energy costs. This program will continue to have a huge impact on our Central Oregon community.

SUMMARY OF POSITION: This position provides administrative and outreach support to the [LED Residential Direct Installation program](#) program, a program of The Energy Challenge of Central Oregon. The position primarily fields telephone and email inquiries about the LED program, schedules installation appointments by phone and online, and supports the LED Installer in data entry, tracking and reporting. The position also assists with planning and implementation for Energy Challenge events.

SUPERVISOR: This position reports to Program Associate for The Energy Challenge and works closely with the LED Installer almost daily. Also works closely with the 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:



- Support the LED Installer in meeting program goals of 24 installations/per week
- Work with TEC's Development Associate to create efficient Salesforce database tracking and reporting of leads and completed installations
- Follow up with leads in a timely, courteous manner, via phone and email.
- Schedule installation appointments, via phone and email
- Submit weekly incentive/expense reimbursement forms to the Energy Trust of Oregon and Central Electric Cooperative
- Work with the Office Manager to invoice for and track expected reimbursements in TEC's bookkeeping system, on a weekly basis
- Coordinate volunteer scheduling
- Schedule community presentations and other outreach opportunities to recruit more leads for the LED Program
- Assist in planning for and implementing outreach and educational events such as community workshops and the annual Energy Challenge Week and Green Tour.

Other

- 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 1st 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 and to 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 5th 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
- Excellent communications skills
- Comfortable approaching, engaging, and talking to people about energy, verbally and in writing.
- Positive, outgoing, motivated, and enthusiastic attitude.
- 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).
- \$14 hourly + \$2/install commission (Estimated 24 Installs/week)
- In lieu of benefits stipend: \$100/month
- Flexible work schedule, within reason for contacting customers via phone and for and keeping us on track to complete an average of 24 installations per week. An example schedule could be: M, TH, Sat (8:00 – 4:30); or M-Sat (4:00 – 8:00pm). 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.