

# VHCB AmeriCorps

## *HEAT Squad Community Engagement Specialist*

### **NeighborWorks of Western Vermont**



This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB is a national service program that places AmeriCorps members with non-profit housing or land and energy conservation organizations around the state.

NeighborWorks of Western Vermont located in West Rutland is a one-stop-shop, providing all the answers and support a homebuyer or homeowner needs – homebuyer education, realty, lending, energy efficiency and home repair. What makes NeighborWorks of Western Vermont different is our non-profit mission: to build great communities, one dream home at a time. HEAT Squad is a non-profit service of NeighborWorks of Western Vermont, helping homeowners to save money on energy bills and improve the comfort of their home.

The goal of this position is to educate and engage with Vermont homeowners about energy efficiency (weatherization, technologies, renewables, behavioral changes) resulting in home energy audits (especially in low to moderate income households) and ultimately to completed efficiency improvements to the home, while also tracking the results and effects of the efficiency measures. Also, this position will be a liaison between Rutland Regional Medical Center Social Services team and our NeighborWorks of Western Vermont Home Repair team to help chronic health patients (asthma, COPD, falling, etc.) to make needed improvements in their living situations which will help to lower their incident of repeat health issues.

#### **Essential Functions:**

- Work alongside the HEAT Squad team to educate, inform, and engage with the public about residential energy audits and efficiency improvements.
- Responsible for implementation and execution of various outreach strategies and initiatives, working with community leaders, energy committees, and other grassroots organizations to further the mission of the program.
- Intake and audit scheduling with homeowners, providing education about the energy audit and next steps in the process.
- Complete post-efficiency improvement home visits to determine actual energy usage compared to projected energy savings, interviewing homeowners to determine the effects of the efficiency improvements on their behaviors and to determine the likelihood of further efficiency upgrades and/or behavioral changes.
- Help with the coordination between the Rutland Regional Medical Center Social Services team and with our Home Repair team to improve the housing conditions of chronic health patients, including outreach to landlords as needed and coordinating with all organization involved.
- Other functions based on the skillset of the member within AmeriCorp guidelines.

#### **Marginal Functions:**

- Overall assistance for the HEAT Squad team, working closely with the Program Manager, Program Assistant, and Marketing/Outreach members.

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- Attend meetings, webinars, trainings, and events that are related to and/or associated with energy efficiency and technologies and/or healthcare, may make presentations at events.
- Helping with related program paperwork, filing, data entry, data tracking, phone calls, and calculations as necessary.

## Desired Qualifications:

- Good people skills, outgoing, team player, self-directed, computer skills, and leadership abilities.
- Strong desire to be exposed to and willingness to help diverse populations.
- Reliable, independent transportation is an absolute must and ability to attend local and national trainings is required.
- Capable of effective oral and written communication with all members of society, and comfortable with public speaking.
- Strong organizational skills, attention to detail, leadership skills, and personable are all a must.
- Ability to maintain focus and productivity in an “open space” environment with routine distractions.
- Equally effective working independently as well as part of a team.
- Aptitude for learning about energy efficiency, building science and weatherization techniques, willingness to attend trainings and seminars.
- Some minor math skills are required for computing energy usage compared to typical usage can be taught by NeighborWorks staff.
- Strong computer skills. Familiar with Microsoft Office, including Word, Publisher, PowerPoint and Excel, and willingness to learn CRM Salesforce.

## Minimum Qualifications:

- Be US citizen (or have permanent resident status; call with questions about this);
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit), or 17 years of age with written parental permission that has been verified by phone;
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check
- Be committed to the VHCB AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.



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## Additional Information:

Service will be primarily performed in an office setting but will include some outdoor, public, on-site service time as well. Attendance at events in evenings and weekends may be required.

Position begins September 12<sup>th</sup>, 2016 and ends August 12<sup>th</sup>, 2017.

This position is:

**Full Time:** Requires 1,700 hours for an average of 40 hours per week for one year. Member will receive a living allowance of \$16,320 (pre-tax), and an education award of \$5,775 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training opportunities.

**To Apply:** For questions about this position or to send your resume and cover letter:

Melanie Paskevich  
HEAT Squad, Program Manager  
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West Rutland, VT 05777  
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(802) 797-8610

Application deadline: August 22, 2016

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.**



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