

SOUTH CENTRAL COMMUNITY ACTION PARTNERSHIP

**Twin Falls, Idaho
December 18, 2024
www.sccap-id.org**

JOB ANNOUNCEMENT

Job Title: Weatherization Director

Organization: South Central Community Action Partnership

Location: Twin Falls, Idaho

Reports To: Chief Executive Officer (CEO)

Position Type: Full-Time, Salaried Exempt

Salary Range: Minimum \$65,000– Final Offer Based on Experience

Position applications accepted until January 31, 2025

About Us

South Central Community Action Partnership is a dedicated non-profit organization focused on empowering community members toward financial and energy stability through accessible and effective programs. We are seeking a Weatherization Director to lead the organization's Weatherization Program, ensuring the successful implementation of energy-saving initiatives to help improve the quality of life for those we serve.

Job Summary

The Weatherization Director oversees the planning, management, and supervision of the Weatherization Program to meet community needs and organizational goals. Reporting to the CEO, this role is responsible for directing all operational activities, staff management, budget administration, and compliance with federal and state guidelines. The ideal candidate will possess strong leadership abilities, industry expertise, and a commitment to delivering high-quality weatherization services.

Key Responsibilities

- **Program Leadership & Development:** Plan, implement, and oversee the Weatherization Program to ensure services are delivered effectively and within regulatory standards. Develop strategies to meet and exceed annual production and expenditure goals.
- **Operational Management:** Develop and implement systems and processes for efficient operation. Set monthly production quotas, monitor work standards, and ensure timely and accurate reporting to meet organizational, contract compliance and regulatory requirements.
- **Staff Supervision & Development:** Supervise, evaluate, and support program staff, including Energy Auditors, Production Supervisors, Office Managers, and Technicians. Develop and coordinate ongoing technical training in diagnostic equipment, energy-saving techniques, and safety practices.
- **Financial Oversight:** Collaborate with the CFO and CEO to develop, monitor, and manage the program budget. Ensure compliance with all fiscal policies and procedures, including procurement and adherence to OMB Uniform Guidance (2 CFR Part 200).

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- **Quality Assurance:** Oversee quality control for all weatherization projects, conducting audits and inspections to verify that all contract work meets state and federal standards. Ensure program compliance with Idaho Weatherization Operations Manual (IWOM) and CFR 440.
- **Community Engagement & Public Relations:** Serve as the program's representative in the community, coordinating public events like National Weatherization Day, promoting program awareness, and building relationships with civic groups and other stakeholders.
- **Facilities & Equipment Management:** Maintain responsibility for all program equipment, vehicles, and facilities, ensuring resources are available, safe, and well-maintained. Conduct regular inventories and monitor repair and usage records.
- **Client Relations:** Address and resolve client and landlord complaints promptly, providing empathetic service and communication. Coordinate program activities to prioritize client satisfaction and community impact.
- **Innovation & Training:** Partner with state and community agencies on training and technical assistance, incorporating new technology and techniques to enhance service delivery and program outcomes.

Qualifications

- Bachelor's degree in Construction Management, Environmental Science, or related field preferred.
- Minimum of 5 years of supervisory experience in home construction, weatherization, remodeling, or carpentry.
- At least 10 years of experience in carpentry or related fields.
- Current certifications or ability to obtain certifications as a Quality Control Inspector, Energy Auditor, Lead Renovator, OSHA and First Aid.
- Proficient in data processing and Microsoft Office Suite, including Word and Excel.
- Strong organizational, project management, and problem-solving skills.
- Ability to communicate effectively and empathetically with diverse client populations.
- Valid driver's license with adequate auto insurance and ability to drive agency vehicles.
- Clear background check

South Central Community Action Partnership is an equal opportunity employer and values a diverse and inclusive work environment.

How to apply

**Please submit a resume, cover letter, & three professional references to:
Chief Operating Officer Angie Carter at angie@sccap-id.org.**