

# Community Action Partnership of Oregon – CAPO

## Position Announcement

### Energy Policy Coordinator (EPC)

If you are interested in applying, please send a current resume, three professional references, along with a cover letter outlining how your skills, abilities and experience will benefit in this position and the work of Community Action Partnership of Oregon (CAPO).

Send application materials to: Janet Merrell, Executive Director, Community Action Partnership of Oregon. [janet@caporegon.org](mailto:janet@caporegon.org). Position open until filled. First interviews will be held no later than the week of January 11, 2021.

For more information about CAPO, please go to our website at [www.caporegon.org](http://www.caporegon.org)

### **Job Description**

#### **1. Job Purpose:**

To provide a neutral description of opportunities and threats of new proposals, funding streams and programmatic requirements that will support and educate OHCS management and CAPO directors to better understand implications of potential choices in energy assistance and weatherization program service provision. Goals of this position will be:

- To establish and maintain open and transparent communication between the EPC, OHCS and CAPO directors;
- Research and encourage opportunities for improved energy and weatherization service delivery to low-income households in Oregon;
- Research potential new/added/creative funding for services and training from utilities, weatherization and energy assistance funding streams.
- Advocate for continuation of and effective implementation of low-income energy and weatherization programs in Oregon.

#### **2. Primary Role/Responsibilities:**

- Raise awareness of low-income energy issues through education of partners and stakeholders. This includes providing critical, relevant information to the legislature, the Public Utility Commission and other policy-making bodies (in compliance with federal lobbying restrictions).
- Monitor and support CAAs energy and weatherization communication strategies to insure accurate, timely and positive information is provided to potential clients, the public and partners.
- Serve as a primary contact for CAPO in matters related to energy policy

- Serve as liaison between OHCS, OECA, and the CAPO Board. The Energy Policy Coordinator will act as a neutral conduit of information between all parties.
- Represent CAPO and low-income Oregonians at external stakeholder meetings, councils, and advisory groups to track upcoming changes in energy policy
- Track emerging energy policy issues, challenges, and trends and synthesize into relevant reports
- Assist OHCS and stakeholders in developing targeted data collection used to improve energy program's messaging and promote an increase in low-income resources.
- Facilitate data exchange, compilation, reconciliation, and report formatting.
- Provide written report identifying best practices, innovative partnerships, and potential grant opportunities
- Research sustainability strategies and identify potential options to maintain or expand resources for energy assistance or weatherization program eligible households

### **3. Advocacy Responsibilities (as funding is available):**

- Advocate for additional funding or program delivery offerings through tariff filings.
- Update CAPO board through using accurate and timely reporting on innovative regulatory activities.
- Organize activities supporting regulatory alternatives and recommend regulatory strategies that maximize low-income customers and Community Action's ability to generate funding.
- Provide timely and accurate development, interpretation and input to the CAPO executive director, the CAPO board, and OHCS staff.
- Represent the low-income interest in integrated resource plan filings, smart grid planning, and other compliance filings; contract development in support of low-income programs and filings, comprehensive data analysis, and analytical studies aimed at increasing program resources

### **4. Supervision Duties:**

This position has no supervisory duties.

### **5. Administrative Duties:**

- a. Handles confidential materials and communications
- b. Completes weekly briefing reports to OHCS
- c. Completes monthly Energy work plan updates and submits to OHCS

### **6. Knowledge, Skills and Abilities:**

- Ability to understand energy-related issues, including an understanding of the law and policies governing and regulating low-income energy and weatherization programs.
- Ability to translate complex administrative rulemakings and policies and synthesize the findings into reports

- Ability to learn and use technology: software programs, reporting requirements and data systems
- Ability to communicate effectively and professionally using good oral and written communication skills
- Ability to manage multiple tasks concurrently with strong organizational skills
- Detail oriented and ability to maintain a high level of accuracy
- Ability to maintain agency and program confidentiality
- Demonstrated ability to be prompt, dependable and flexible
- Ability to work cooperatively with CAPO staff, board members, funders and partners.
- Knowledge of issues around low-income and poverty populations
- Demonstrate sensitivity, tolerance and respect for differences among people  
Ability to effectively and respectfully work and collaborate with community partners in Central Oregon
- Ability to occasionally kneel, stoop and bend. This position is rated as active and regularly requires the individual to lift up to 30 pounds.

**7. Qualifications**

- Bachelor’s degree (JD a plus) and a minimum of 5 years related industry experience which establishes knowledge and understanding of federal and local energy assistance and weatherization programs, including how to access and apply funding at the community level for program implementation.
- Experience working with the Public Utility Commission, the PUC processes as well as the stakeholder interest groups engaged in the energy assistance programs. Must have knowledge of the local, regional and federal national energy policy stakeholders.
- Strong working knowledge of office communication and at least four years’ experience with Microsoft Office, internet/email and database programs
- Prior to date of hire and throughout employment:
  - Valid driver’s license
  - Proof of current auto insurance. Must provide current liability insurance.
  - Access to reliable transportation required.
  - Satisfactory criminal background required

**1. Position Details:**

- a. The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- b. Fair Labor Standards Classification: **Full time/Exempt**
- c. Community Action Partnership of Oregon is an EEO provider
- d. Full medical/dental/eye insurance coverage for employee and family. Generous vacation and sick leave. Ten holidays.
- e. Salary: DOE

Revised & updated 12-15-2020