



**Community Action Partnership of Oregon (CAPO)
Oregon Training Institute
Lead Instructor
Job Announcement**

General Description:

The Oregon Training Institute (OTI) Lead Instructor is responsible for organizing and coordinating logistics as well as delivering technology training for staff related to residential energy efficiency, energy conservation programs, and diagnostic technologies for HVAC equipment.

To apply, send resume with cover letter via email to: Janet Allanach, Executive Director, Community Action Partnership of Oregon janeta@caporegon.org.

Essential Duties:

- ✓ Support the operations of OTI Training Program by coordinating trainings with the Oregon Energy Coordinators and Affiliates (OECA) Training and Technical Assistance (T&TA) committee.
- ✓ Support the operations of training delivery.
- ✓ Provide training either virtually or in-person as needed.
- ✓ Assist in the coordination of instruction in classroom and field settings for energy related programs.
- ✓ Work collaboratively with Oregon Housing and Community Services Energy Services to improve operations and program performance at the request of the Project Coordinator
- ✓ Maintain tracking systems for attendees at trainings/conferences and measure their progress; compile data and analyze past and current year training requirements.
- ✓ Secure trainers, locations, and facilities to conduct trainings and meetings.

Required Qualifications:

- ✓ A minimum of two years of experience as a trainer, workshop instructor, and/or conference organizer.
- ✓ Experience in building trades, building science, thermodynamics, and energy conservation principles a plus.
- ✓ Excellent written, verbal, and listening communication skills.
- ✓ Ability to work both independently and as a team member.
- ✓ Valid Oregon Driver's License, current auto insurance and a driving record that will allow individual to be covered by CAPO's insurance.
- ✓ Must reside within commuting distance to Salem, Oregon.

Preferred Qualifications:

- ✓ Holds current Residential Energy Analyst program and/or BPI certifications and is in good standing.

Skills & Abilities:

- ✓ Ability to work independently/remotely with a flexible work schedule.
- ✓ Work well within a team environment and with community members.
- ✓ Work on various tasks simultaneously in an effective, efficient manner.
- ✓ Available to work some evenings, weekends and provide out-of-town training sessions, as necessary.
- ✓ Demonstrated ability in problem solving and decision making.
- ✓ Strong organizational skills and attention to detail.
- ✓ Knowledge of PC, email, word processing, and database software

The specific statements reflected in each section of this Job Description are not intended to be all inclusive, but the basic elements and criteria considered being necessary to satisfactorily perform the duties associated with the position. Employee will also perform other related business duties as assigned by the Project Coordinator and other management as required

Additional information about employment, salary, and benefits:

The OTI Lead Instructor will be non-exempt and supervised by the OTI Project Coordinator.

Annual Salary range: \$60-70,000 DOE. Benefits include full medical/dental/eye coverage for the employee and 80% coverage for family members. CAPO provides a 401(k) plan for all employees to begin contributing to immediately, with CAPO adding 5% of annual salary after one year of employment. \$50k in life insurance provided for employees. CAPO offers eleven paid holidays, two personal days, plus paid vacation and sick leave.

Position open until filled, with the goal of completing the interview and hiring process no later than June 25, 2022, and a start date as soon as possible after the hiring process is completed.

Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. CAPO does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency.