

Position description for Weatherization Specialist, Denver & Jefferson County Weatherization Program, Veterans Green Jobs

#### ORGANIZATION

Veterans Green Jobs (VGJ) was established in 2007 and by 2010 will be operating in multiple states with an annual budget over \$12,000,000. Veterans Green Jobs is one of the few 501c(3) organizations dedicated to recruiting, training and placing veterans in green industry jobs. The national office is located in Denver, Colorado. For additional organizational information please visit [www.veteransgreenjobs.org](http://www.veteransgreenjobs.org).

#### JOB SUMMARY

The Weatherization Specialist conducts energy efficiency improvements on residential homes (whole house insulation, air sealing, etc.). This position will work in a team structure reporting to the Weatherization Field Supervisor. VGJ's Denver & Jefferson County weatherization program's primary mission is to implement the Governor's Energy Office (GEO) weatherization service provider contract (This contract is an annual 6 million dollar state funded program to conduct energy audits and weatherization work for qualified low-income families; information at <http://www.colorado.gov/energy/index.php?/policy/weatherization-assistance/>)

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Participate in a 3 person weatherization team.
2. Support quality assurance for all assigned projects.
3. Work with the weatherization department to develop effective programs.
4. Other duties as assigned by the Weatherization Field Supervisor.

#### QUALIFICATIONS

- A passion for and commitment to the mission of VGJ, the environment, and helping create transformative programs;
- One to two years weatherization experience; further construction experience a plus;
- The experience and interpersonal skills to effectively work in a team environment;
- Possess a positive attitude and a strong desire to improve oneself professionally;
- Military experience given preference; demonstrated service ethic a plus (AmeriCorps, Peace Corps);
- Prior experience working in the Governor's Energy Office Weatherization Program or Department of Energy Weatherization Assistance Program given preference;
- Good communication skills;
- Cultural sensitivity and commitment to the highest standards of professionalism and integrity;
- High school degree; relevant certifications preferred;
- Ability to work in a fast paced, start-up, not-for-profit environment;
- Driver's license and good driving record a must.

#### REQUIRED ATTRIBUTES

To be effective in this organization's management structure, an individual must possess the following attributes: placing others above self, dedication to a team, high level of self awareness, strong communication skills and willingness to work on all issues in cooperation with colleagues.

Veterans Green Jobs is prepared to offer a starting base salary from \$13 to \$15 per hour (plus benefits) and depending on experience. The successful candidate will be expected to work from offices based out of Denver, CO and begin work February 15, 2010 (or upon the effective date of the weatherization contract). Send resume and cover letter with the subject line: Weatherization Specialist to: [hr@veteransgreenjobs.org](mailto:hr@veteransgreenjobs.org) no later than TBD, 2009 (no phone calls please).

Veterans Green Jobs is an Equal Opportunity Employer