



**Community Action Partnership Association of Idaho
Energy Programs Manager
Position Description**

The Energy Programs Manager reports directly to the Chief Executive Officer and is guided by the Policy and Procedure Manual/Handbook and Strategic Plan of Community Action Partnership Association of Idaho.

JOB SCOPE:

The Energy Programs Manager is responsible for developing and administering CAPAI's LIHEAP and Weatherization training and technical assistance programs and to ensure these programs remain in line with CAPAI's vision and mission, Strategic Plan, policies, membership, and community needs. The Energy Programs Manager is responsible for delivering energy program-related training & technical assistance, database maintenance, oversight and assistance, and leading program improvement for CAPAI and its membership network.

POSITION SUMMARY:

The Energy Programs Manager leads the Low-Income Home Energy Assistance Program (LIHEAP) and the Weatherization Assistance Program(s) Training & Technical Assistance for the network.

ESSENTIAL FUNCTIONS/ MAJOR RESPONSIBILITIES:

- Understand and help implement the vision and mission of CAPAI as described by the CEO;
- Create and deliver quality trainings for the network, community partners, and other stakeholders;
- Work to promote energy security for vulnerable and lower-income Idahoans through promoting progressive energy program policies, advocating for member agencies and low-income Idahoans;
- Manage time and competing priorities effectively;
- Establish and maintain sound working relationships and cooperative agreements with community groups, organizations, and CAPAI member organizations;
- Comply with all contractual requirements related to LIHEAP and Weatherization Assistance Programs;
- Training/Technical Assistance of member agency Weatherization and LIHEAP programs
- Provide program training on policy changes and improvements to member organizations as needed or as requested;
- Attend industry-related training events and conferences;
- Stay informed of significant developments and trends in the field of energy;
- Other duties as necessary in alignment of CAPAI's strategic plan and assigned by the CEO.

SECONDARY FUNCTIONS:

- Explore and propose areas of growth for existing programs and services such as LIHEAP, WX, energy education/participant education and various training needs;
- Create and maintain partnerships with other organizations to further CAPAI's energy mission and vision among state, regional and national levels of energy security work;



MINIMUM QUALIFICATIONS:

Education: Education/experience combination

Experience: Experience in Weatherization and LIHEAP program administration, compliance with federal program requirements and understanding of training and technical assistance (T/TA) required.

Strong computer acumen required. This position also requires a person with the ability to: work productively with a team and independently; relate to others in a positive manner; deal with others tactfully while exhibiting strong interpersonal skills; identify problems and plan corrective actions; exercise initiative and assertiveness appropriately; demonstrate excellent oral and written communication skills; work under pressure; handle multiple tasks which should be completed with accuracy in a timely manner; set time lines and prioritize; and organize information.

The position may occasionally require overnight travel, evening and/or weekend assignments. Remote, in-office or hybrid work setting. Must reside in Idaho.

The position requires a person to work a full time 40 hours weekly and is considered an Exempt Employee under the Fair Labor Standards Act, Section 13(a)(1).

Salary range of \$47,000 – \$52,000 (DOE). Employment package includes (but not limited to) 403B retirement plan, health, vision, and dental insurance, life insurance, and ample Holidays, Sick/Wellness and Vacation paid time off.