

Empower your career community

Join Our Team!

Long Beach Community Action Partnership is a private nonprofit organization established in 1979 to fight poverty in the greater Long Beach area. We offer a friendly, positive work environment along with the opportunity for our employees to grow within a strength-based organization. This position offers an opportunity to empower your career and empower the lives of the people within our communities.

Benefits

At LBCAP we are proud of our commitment to our employees. We offer eligible regular full-time employees excellent benefits, including:

- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Excellent group health, dental, vision and life insurance.
- 401K

Interested and Qualified?

Please send your cover letter and resume along with salary history via mail, email or fax.

Human Resources Department

3012 Long Beach Boulevard
Long Beach, CA, 90807
Email: energyjobs@lbcap.org
Job Hotline: 562-216-4645
Fax: 562-591-4612
<http://www.lbcap.org/employment-opportunities>

Join the Long Beach Community Action Partnership Team

Empower your career and your community by joining one of California's fastest growing community action agencies, Long Beach Community Action Partnership. LBCAP provides support to low-income individuals and families with education, social or economical barriers and helps them to achieve self-sufficiency. You can be part of a team that is instrumental in assisting as many as 20,000 households each year in eastern Los Angeles County, from Palos Verdes to La Verne. The following career opportunity is currently available.

Weatherization Program Manager

Reporting to the Environmental Program Director, the Weatherization Program Manager is responsible for the leadership and management of staff in Weatherization program implementation. Duties will include setting standards for Assessors and Inspectors that interact with field staff of contract partners. The position will also ensure that all aspects of weatherization service delivery are efficient and effective by setting weekly performance goals by which progress is measured. Oversight of workflow, documentation, budgets, timely and accurate program reports and overall quality assurance will be required. This position will also be responsible for the management of staff to perform program duties.

Qualifications - Experience/Education

5 years of progressively responsible and extensive experience in home weatherization program management including administrative duties, field operations, and energy efficiency technologies while working preferably for a non-profit organization. 3 years of supervisory experience. HS Diploma or equivalent and graduation from an accredited college or university with a Bachelor's degree preferably in energy engineering, construction management, building science or related field. Equivalent combination of qualifying education and/or experience may be acceptable. Must have or be willing to obtain weatherization evaluator certification, HERS (Home Energy Ratings), or other equal residential or building performance certification from California Department of Community Services Development and/or a reputable and approved education entity.

Thank you for your interest in Long Beach Community Action Partnership!

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The Organization

Long Beach Community Action Partnership is a 501(c) (3) private nonprofit organization established in 1979 to fight poverty in the greater Long Beach area. The agency is part of a national network of over 1,000 Community Action Agencies that give support to low-income individuals and families with educational, social or economical barriers and help them achieve self-sufficiency. To help low-income households decrease their energy burden, the Low Income Home Energy Assistance Program (LIHEAP) funds three program areas: utility bill payments, weatherization services to improve energy efficiency and critical heating and cooling services to vulnerable populations during severe weather emergencies. For individuals and families who qualify, LBCAP offers services in the areas of education, training, energy conservation and community development.

Knowledge

Working knowledge of home weatherization management, assessment, applications, design, energy auditing, energy-efficiency systems, technologies and implementation strategies, building codes and construction, LEED (Leadership in Energy and Environmental Design) tools, and other procedures/knowledge as deemed necessary by the Agency to ensure safe and accurate implementation of government funded weatherization programs and plans. Working knowledge of budget planning and preparation, principles of administrative management necessary to analyze and evaluate operating services and programs, principles and practices of fiscal management and budget control. Working knowledge of applicable federal housing programs, laws and regulations, grant programs, compliance monitoring, community resources, and public relations.

Abilities

- Read, understand, speak and write English at a level appropriate for the position; translate orally and in writing from/to English and Spanish a plus.
- Communicate effectively, both verbally and in writing, with individuals and groups including, but not limited to, writing reports, correspondence, procedures manuals, and home weatherization plans and presenting information and responding to questions from groups of department heads and managers, subordinates, general staff, customers, public officials, private industry, community groups, media, contractors and members of the general public.
- Read, comprehend, and interpret to staff and others relevant laws, contracts, regulations, policy, management directives, home weatherization plans, safety rules, operating and maintenance instructions and other appropriate program information.
- Participate in the Strategic Planning Process as assigned.
- Operate standard and modern office equipment.
- Travel extensively to remote areas, including extended and overnight travel.
- Work evening and weekend hours if required.
- Perform work duties with an appropriate level of proficiency required by the job in word processing, email, calendar, spreadsheet, database and presentation applications, including but not limited to, recent versions of Windows, MS Office, and the Internet.
- Possess and maintain a valid California Driver License, proof of State mandated personal automobile insurance and acceptable driving record substantiated by DMV records.
- Use dependable personal vehicle for travel to perform work duties throughout the course of employment.

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Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift or move objects weighing up to 50 pounds from one place to another; corrected hearing and vision to normal range; sufficient physical mobility required in order to climb ladders, enter attics through confined areas and crawl spaces with 18 inches vertical clearance.

Typical Working Conditions

Work is normally performed inside an office environment and outside on job site; frequent contact with other staff and public; occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, moderate level of noise, frequent driving to and working in different locations throughout the service area.

Interested and Qualified?

Please send your cover letter and resume along with salary history using only one of the following methods.

You must specify the job title of the position for which you are applying for with LBCAP.

Email: energyjobs@lbcap.org.

Fax: 562-591-4612

Regular Mail: 3012 Long Beach Boulevard - Long Beach, CA, 90807

Please no walk-ins.

Due to the high volume of applicant responses, we are unable to provide individual communication/updates on the status of positions and applications.

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