

The Albemarle Commission is seeking a **Weatherization Program Specialist** to successfully administer government compliance and assistance programs related to housing, weatherization, rehabilitation and general community development. The successful candidate will demonstrate a responsible work history exercising a pattern of reliability and independent work. Regular assignments will include managing and coordinating Essential Single-Family Rehabilitation and weatherization assistance program projects in a mutually cooperative fashion. Projects may be funded from a variety of public sources requiring compliance to those standards. Activities include conducting pre-bid and pre-construction meetings; site inspections of funded rehabilitation/new construction projects; preparation and approval of change orders and contractor payment requests; preparing construction cost estimates; and providing on-site problem mediation and resolution for projects. Work will be performed as part of the Albemarle Commission Housing team.

Select Duties and Responsibilities

- Conducts, presents, and participates in regional and community development projects and activities
- Establish and maintain effective working relationships with contractors and the public
- Administer project funds from contract sign-off to close-out, including generating invoices, supporting documentation, progress reports, and final reports
- Provides technical assistance to county and municipal staff and elected officials
- Leads public meetings within the context of project work
- Gathers and analyzes relevant data on community development issues according to state and local ordinance requirements and drafts reports
- Performs related duties as required

Knowledge, Skills, and Abilities

- Willingness and a curiosity to learn
- Critical thinking and time management skills
- Ability to work independently
- Ability to communicate effectively in-person, virtually, and in writing
- Ability to establish and maintain effective and productive working relationships with people from various socio-economic backgrounds

- Proficiency with Microsoft Office Suite, Zoom or similar virtual meeting software, and social media platforms
- Demonstrated ability to prepare written reports and emails, often of a technical nature
- Knowledge and experience of the following preferred but not required:
 - Construction management/bid specification work,
 - Construction standards applied to weatherization requirements
 - Building and construction standards including ability and skill in reading blueprints
 - Special requirements include the possession of a valid driver license and dependable transportation. Travel throughout 10-county region is required.

Desired Education and Experience

High school graduation or equivalent supplemented by trade school course work in building construction trades and two years of experience in the construction trades is required. Associate degree in Construction Management or a related field of vocational and technical training, or a General Contractor's License is preferred.

Salary will be based on qualifications and experience, but the expected starting range is \$38,000 - \$42,000. Excellent benefits package includes health, dental, vision, and participation in NC's local government retirement system. Work is performed primarily in an office environment, with the potential to work remotely once or twice per week, depending on the organization's requirements. Send cover letter, resume, and references to Ashley Shepherd, HR & Benefits Coordinator at ashepherd@accog.org. The position will remain open until filled.

This position is grant funded and may be limited to three years.

Albemarle Commission is an Equal Opportunity Employer.