



Weatherization Training & Technical Assistance Coordinator

Topeka, KS

KHRC is looking for a individual passionate about helping low income households improve their comfort and reduce their utility bills through energy efficiency. Working through the Kansas Weatherization Assistance Program (WAP), this position will assist in planning, organizing and implementing work processes, as well as providing training and technical support for WAP. Key duties include:

- Evaluate, assess, and track training need assessments.
- Develop, provide, and/or coordinate training and technical assistance annually and routinely.
- Demonstrate knowledge of automated home energy audits.
- Demonstrate understanding of indoor air quality, instrumented combustion appliance safety and efficiency testing.
- Work closely with national trainer partners to support the development, implementation and maintenance of the national certification requirements and training resources.
- Work closely with the Weatherization team to develop, implement, and maintain the expansion of weatherization services involving utility companies and other entities for revenue generation.
- Present weatherization program information to small and large groups as needed.
- Assist with Technical Monitoring, including report writing.
- Other duties as assigned.

Knowledge, Skills and Experience

Bachelor's degree, trade school certification, or relevant experience required. BPI's Energy Auditor and Quality Control Inspector certifications preferred, and required to obtain if not already held. Training for BPI certifications will be provided. Intermediate computer skills are preferred. A combination of education and experience may be accepted as determined relevant by KHRC.

What We Offer

Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/ Paternity Leave
Medical, Dental, and Vision Insurance
Retirement Plan
Tuition Assistance
Paid Covered Parking

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Katelyn Ramirez

Human Resources Generalist
611 S Kansas Avenue, Suite
300 Topeka, KS 66603

PHONE:
785-217-2052

WEBSITE:
kshousingcorp.org

EMAIL:
hr@kshousingcorp.org

Pay range for this position is \$24.75-\$32.00/hour, depending upon experience and certifications.