

Northwestern Illinois Community Action Agency
Weatherization Energy Efficiency Assistant

Responsible to: Weatherization Coordinator

Job Function: Under the supervision of the Weatherization Assessors, assist in all matters pertaining to the grant funded weatherization program in applying energy efficiency measures on homes of eligible clients in Stephenson and Jo Daviess Counties.

Qualifications: Graduation from an accredited high school or vocational school; Possess a valid driver's license; Have working knowledge of computers, especially Microsoft Office – Outlook, Word, and Excel; Have knowledge of construction and HVAC basics; Possess math proficiency; Possess ability to communicate effectively with persons of diverse socioeconomic backgrounds. Must be able to lift 50 pounds, climb a ladder, and crawl into attics and crawl spaces. Must comply with wearing a face mask when working out of the office.

Primary Duties:

- Assist Weatherization assessor in assessments of homes to identify measures to increase energy efficiency.
- Discuss educational materials and training to property owners.
- Assist in maintaining weatherization project files with accurate records.
- Input information into the weatherization computer systems.
- Assist Weatherization assessor in monitoring weatherization work to ensure adherence to proper standards, methods, and materials specifications.
- Complete training for the various levels of certification necessary to work within the weatherization program.
- Perform other duties as may be assigned.

Wages and Benefit: Work schedule is Monday- Friday, 8:00a.m. - 3:30p.m. Benefits include health, dental, vision insurance; 1 day of vacation and sick time per month, and holiday pay; life and retirement plan offered. Wages based on experience.

Please submit a resume by mail to: NICAA Weatherization
27 S. State Ave., Suite 102
Freeport, IL 61032

Or via email to nicaa3@nicaa.org with subject line Resume-Weatherization Assistant.

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