



Coordinator, Education and Technical Assistance

Organizational Overview

Southface is a nonprofit environmental organization promoting sustainable homes, workplaces and communities through education, research, advocacy and technical assistance. We envision a regenerative economy, responsible resource use, equity and a healthy built environment for all.

The Education and Technical Assistance team is responsible for the development and delivery of the full suite of online, field and classroom trainings offered by Southface.

Position Overview

The Coordinator reports to the Team Director and supports the Education and Technical Assistance Team, with a specific focus on field work and research data collection. This full-time position is temporary, beginning September 5, 2017 and ending March 30, 2018. Field inspections will involve regular travel to various locations in Tennessee and the southeast.

Responsibilities

Specific responsibilities include but are not limited to:

- Field inspection of homes during construction
- Recording and reporting energy efficiency data using research tools developed by the U.S. Department of Energy
- Conducting outreach to builders, code officials and jurisdictions
- Scheduling and coordinating of site visits
- Ordering, managing and maintaining inventory of supplies
- Coordinating with Education and Technical Assistance Program Managers
- Submitting required reporting data to partners and funders
- Providing support to stakeholders to address questions regarding program activities or technical issues

Qualifications

The successful applicant for the position will meet the following requirements:

- Bachelor's degree with a focus on construction, energy efficiency or engineering preferred
- Exceptional task management, planning and organizational skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Interpersonal skills with ability to professionally interact with a diverse group of people
- Demonstrated customer service skills in a dynamic, service-oriented environment
- Collaborative, positive, team-oriented attitude coupled with ability to work independently

- Computer proficiency with Microsoft Excel, Word and PowerPoint. Salesforce experience is desired, but not required
- Demonstrated commitment to sustainability and the Southface mission
- Valid driver's license with no major violations
- Preferred qualifications: HERS Rater, Building Performance Institute (BPI) Analyst Professional Certification and Georgia Duct and/or Envelope Tightness (DET) Verifier Certification

Physical Requirements

Performing fieldwork involves extensive navigation in and around construction sites, buildings, attics and sites, as well as climbing ladders. Therefore, an applicant must possess physical dexterity, endurance and balance to safely and effectively accomplish this work.

Benefits

Southface offers competitive health and benefits:

- \$16 to \$18 per hour, commensurate with experience
- Travel reimbursement, including rental car for travel outside the Atlanta metro area
- 15 paid vacation days annually
- 10 paid holidays annually
- 8 paid sick days annually
- Excellent medical insurance benefits
- 403(b) retirement plan with company match
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

Hours of Work

Monday through Friday, 8:30AM—5:30PM, with flexible options. Occasional weekend or evening hours. Regular travel in Southeast Region, up to 75%.

Salary and Application Process

Respond with a cover letter and resume to careers@southface.org with “E&TA Coordinator” in the subject line. **Please, no telephone inquiries.**

Pre-employment background checks are conducted on final candidates.

Southface is an Equal Opportunity Employer.