



## Weatherization Training & Technical Assistance Coordinator

Topeka, KS

\*This is a grant funded position and will end once funds are expended.

KHRC is looking for an 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:

- Provide training and technical support for all levels of the program, internally and externally.
- 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.
- Assist with Technical Monitoring, including report writing.

This position requires a valid driver's license due to the travel involved.

### 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

Resumes will be accepted through Friday, May 17, 2024.

## 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  
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300 Topeka, KS 66603

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785-217-2052

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