

## Energy Program Specialist Position Description

Sarasota Housing Authority in partnership with Sarasota County Sustainability  
2-year position funded by the Charles and Margery Barancik Foundation

**All interested parties must submit a resume and cover letter to**  
[pscruggs@sarasotahousing.org](mailto:pscruggs@sarasotahousing.org)

<b>Position Title: Energy Program Specialist</b>		<b>Position managed by Sarasota County Sustainability UF/IFAS Extension and Sustainability</b>
<b>Pay Rate/hr:</b> \$15.00 - \$20.00 per hour (based on experience)	<b>Funding:</b> Grant funded by the Charles and Margery Barancik Foundation Fiscal agent – Sarasota Housing Authority Personnel oversight and management – Sarasota County Sustainability	
<b>Expected Length/Duration of Job:</b> 2 years		
<b>Primary Purpose:</b>  The Energy Program Specialist will implement an education program aimed at achieving savings through energy and water conservation in the built environment.  Volunteer training and engagement, partnership development, and program recruitment will be involved to maximize the impact of the program on building efficiency and housing affordability.  The position will oversee a grant-funded low-income energy program aimed at reducing utility bills for vulnerable residents.		
%	<b>Essential Functions:</b>	
50	Organize, implement, and evaluate a volunteer training program for residential conservation evaluators. Assemble training materials, engage expert trainers, recruit participants, and coordinate/ facilitate training sessions. Develop partnerships, referral process, and awareness campaign to ensure adequate valuable volunteer opportunities assisting targeted residents with utility bill reduction strategies. Manage volunteers and program participants efficiently to maximize savings impact. Communicate with funders and grant partners on a regular basis to meet grant requirements.	
25	Schedule and deliver workshops and educational sessions, consult with residents, attend community and online events, and implement other conservation outreach strategies to reach the general public with money and resource saving information. Evaluate youth-specific education opportunities and implement as relevant.	
15	Develop conservation education content in various formats to expand program reach and maintain connections with past program participants and encourage ongoing savings from conservation. Possible formats include blogs, e-newsletters, social media posts, videos, and printed materials where needed.	
5	Showcase success stories of past program participants to personalize the results and encourage others to participate.	
5	Track and report results of education and outreach efforts according to department guidance and in a way that will contribute to continuous improvement of programming. Write and submit grant reports.	

Other duties as assigned. Education structure, classes, training and work location are subject to change based on COVID-19 considerations.

**Education and/or Experience:**

An Associates Degree in Environmental Sciences, Engineering, Building Sciences, Energy Technologies, Education, Communications, Planning, Social Work or related field and one (1) year experience is required. Bachelor's Degree from an accredited college or university and two years of experience in energy and water conservation, sustainability, technical, education or in the listed fields is preferred. Students currently enrolled in an undergraduate or masters program may be considered if available to work full time hours.

**Special course, certification, license, etc.:**

Conservation-related accreditation preferred, such as Certified Energy Manager, BPI Certified Professional, LEED Green Associate or Accredited Professional, or other similar accreditation is preferred.

**Specific knowledge, skills, abilities and/or machines, equipment, special tools as required for the job:**

Subject matter expertise on conservation in general and specific knowledge of at least two of the following: energy and water efficiency strategies and technologies, building performance evaluation techniques, home energy and water retrofit strategies, renewable energy technologies, green building, social equity, case management and social work. Knowledge and connections with local network of human services non-profits. Working knowledge and demonstrated ability to apply innovation education techniques designed to engage the audience and ensure behavior change. Ability to prepare and coordinate educational materials. Ability to analyze data and create and generate reports. Experience with volunteer training, recruitment, and retention and program design and implementation. Ability to work with diverse audiences. Ability to manage a grant funded program. Good communication and relationship building skills, as well as professional demeanor required. Organization and project management work skills. Ability to work independently on multiple projects and to maximize limited time with and encourage responsiveness of partnering staff and community members. Marketing and communication experience; being able to educate and communicate with various audiences; experience writing educational documents and grant reports.

**Type of Position:** Full Time  Part Time  **Work Hours:** 8 a.m. to 5 p.m. Hours Per Week: 40

**Work Days:** Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Work schedules may vary due to project timelines and interaction with the community. Must be able to work weekend and evening hours when necessary for events and outreach.

Work Location: UF/IFAS Extension and Sustainability, Twin Lakes Park Green Building, 6700 Clark Road, Sarasota, FL 34241 and virtual office