

## ***Job Description***

**Job Title:** Weatherization Outreach Worker  
**Department:** E4  
**Reports To:** Weatherization Data Specialist  
**FLSA Status:** Non-exempt  
**EEO Category:** Administrative Support Worker

### **General Summary**

Isles E4 is a Trenton-based home energy efficiency and weatherization business that weatherizes low-income households while also generating high-quality jobs for local residents.

This position is responsible for recruiting participants for the New Jersey Weatherization Assistance Program. Outreach activities will include targeted door-to-door canvassing; retrieving customer applications and responding to customer requests; as well as, attending community events. The Weatherization Outreach Worker works closely with the Weatherization Data Specialist and Business Manager.

Isles E4 is part of Isles, Inc., a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

### **Essential Functions**

- Perform outreach and intake services for weatherization program
- Help customers complete program application forms
- Ensure completed applications are accompanied with all required documentation
- Track daily work activities, including time spent working, people/households approached, number of complete applications, etc.

### **Other Functions**

- Other duties in support of the department's goals may be assigned.

**Supervisory Responsibilities:** No

### **Education, Experience, Certifications.**

- High school diploma or GED equivalent required
- Driver's license in good standing
- Willingness to work at least 20 hours per week
- Ability to quickly understand and implement the eligibility rules of the programs
- Ability to completely and accurately fill out all required paperwork
- Ability to use culturally appropriate methods to recruit program participants
- Willingness to use your personal mobile phone and vehicle to conduct outreach
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment

**Independent Decision Making/Job Complexity.**

- Supervisor defines assignment's objectives, priority, deadlines and assists employee with unusual or first-time situations. Employee plans and executes the assignment, as well as handles problems. Completed work is evaluated for appropriateness. The methods used are not reviewed in detail.

**Reasoning Ability.**

- Ability to manage confidential information in an appropriate manner.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must be punctual and dependable in completing assignments, meeting report deadlines
- Quality minded
- Ability to meet productivity goals and deadlines
- Must be organized, energetic, motivated and dependable

**Language Skills.**

- **Ability to speak Spanish**
- Ability to read, analyze, and interpret general governmental forms and procedures.
- Ability to effectively present information and respond to questions from customers and the general public.
- Ability to establish and maintain a collaborative and communicative relationship with fellow staff

**Mathematical Skills.**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Working Schedule.**

- Part-time, minimum of 20 hours per week. Flexible scheduling Monday through Friday

**Physical Demands.**

- This job requires that weight be lifted or force be exerted as follows: up to 10 pounds occasionally
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.