



NORTHWEST COMMUNITY ACTION, INC.

JOB DESCRIPTION

DATE: May 20, 2026

POSITION TITLE: Weatherization Director

STARTING SALARY RANGE: \$60,000-\$70,000

POSITION CLASSIFICATION: Full-time Exempt

- Agency-paid single or family insurance up to \$1,100/month. Agency-paid employee Life Insurance. 403b retirement with 4% match after 6 months.

ACCOUNTABLE TO: Executive Director

QUALIFICATIONS:

- Minimum of a High School diploma or equivalent, Two or four-year degree in business administration, construction management or related field preferred.
- Experience in weatherization program management, carpentry, construction or home rehabilitation.
- Proficient in computer skills including data entry, budget management and use of database and reporting systems.
- Ability to complete all required Energy Auditor training within one year of hire.
- **Support Northwest Community Action's mission to assist people to achieve economic stability and build strong communities.**

PRIMARY OBJECTIVE OF THE POSITION: Provide overall leadership for the Agency Weatherization program in Kittson, Lake of the Woods, Roseau, and Marshall Counties.

MAJOR AREAS OF ACCOUNTABILITY:

- Develop a good working knowledge of agency mission, vision and philosophy.
- Responsible for all requirements of the program including; reporting, budgeting, and contract compliance.
- Maintain accurate records and submit required reports by required deadlines.
- Talk with clients and collect data to determine program eligibility based on application and documentation; managing difficult or emotional client situations; responding promptly to client needs.
- Prioritize and plan work activities; using time effectively.
- Conduct home inspections and energy audits.
- Coordinate the process of obtaining estimates, bids and contractors following agency procurement policies and procedures.

- Maintain a good working relationship with co-workers, funders, energy vendors, and other organizations relevant to the weatherization program.
- Responsible for development, implementation, and maintenance of internal monitoring processes.
- Meet with auditors and monitoring teams as needed. Prepare response reports regarding monitor/audit outcomes.
- Attend required meetings, training, seminars and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the director and/or funding source, outside agencies, etc.
- Compile program specific information and program data statistics on programs to report to the board of director meetings.
- Must be responsible and able to handle confidential material and information, organize effectively, and work independently.
- Responsible for maintaining audit and final inspection schedules which coincide with funding source procedures, budgets, and timelines.
- Perform all other duties assigned by the Executive Director.

Supervisory Responsibilities

- Assign, review, plan, and coordinate contracted and in-house employees.
- Cultivate and maintain a positive and dynamic agency culture and vision.
- Assess employee(s)' job performance and prepare performance reviews.
- Provide instruction and training; respond to employee problems and concerns.

REQUIREMENTS:

- Must meet the requirements of the DHS background check
- Provide valid Driver's License
- Provide valid Auto Insurance
- Be able to lift 10-50 lbs. occasionally
- Be able to attend out-of-town meetings
- Be able to work well with Agency partners

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Employee Signature

Date

Note: The above statements are intended to describe the nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive listing of all responsibilities, duties and skills required, and management reserves the right to make modifications at their discretion.