



## EMPLOYMENT OPPORTUNITY

**Title:** Weatherization Coordinator  
**Posting #** 0022  
**Location:** Bryan, TX 77802  
**Program:** Energy/Housing/ Weatherization  
**Beginning Salary:** \$14-\$20  
**Travel Required:** 75%

**Duties:** The position of Weatherization Coordinator is responsible for supporting all position and office functions of the Weatherization Program. Duties include taking applications, referrals, telephone calls, assist in completing **initial/final inspections of units being weatherized which includes inspecting interior of homes such as attics, inspecting exterior of home such as home foundation**, for a ten-county service delivery area. This position supports all Energy Housing programs.

### Education & Work Experience

**Required:** High School Diploma or equivalent and five years progressively responsible experience; or Bachelor's Degree and three years responsible experience. **Knowledge of basic carpentry skills and equipment a MUST.** Two years of experience in data entry.

### Other Requirements or other factors:

Ability to multi-task and work cooperatively with others; ability to work with people of many cultural backgrounds. Ability to travel ten county area. **Ability to train and learn how to use specific required weatherization related equipment.**

### Physical Requirements:

Must be able to lift at least 50 pounds. **Weatherization Coordinator will have to climb ladders or crawl in tight spaces.**

### Certifications/Licenses

**Required:** Valid driver's license, acceptable driving record and clean background check

**Preferred:** Bilingual (English/Spanish)

---

BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

- **Paid Time Off (PTO)**
- **Company Paid Holidays**
- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
- **PPO Medical Plan:** *We offer employees options when it comes to choosing a PPO medical plan that is right for them.*
- **Dental Plan**
- **Vision Plan**
- **Supplemental Insurance Coverage: Cancer, Critical Illness, Hospital Confinement & Accident**
- **403B Retirement Plan** *Enrollment starts on your first day!*