



## **National Community Action Partnership Weatherization Training & Technical Assistance Project Director**

**Department:** Energy Partnerships

**Reports To:** Director of Energy Partnerships

**Location:** Washington, DC (Hybrid) or Approved Remote

**Salary:** \$84,000–\$87,000 annually

**Status:** Full-Time, Non-Exempt

### **About the Opportunity**

The National Community Action Partnership (NCAP) is seeking an experienced Weatherization professional to serve as our Weatherization Training & Technical Assistance Project Director. This position plays a critical role in strengthening the national Weatherization Assistance Program network by providing training, coaching, and technical assistance to local providers across the country. The successful candidate will help agencies improve operations, enhance compliance, build workforce capacity, and achieve stronger production outcomes. Working closely with NCAP's Energy Partnerships team, the Project Director will identify emerging needs, develop practical resources, deliver targeted training, and support agencies in implementing effective and sustainable program improvements.

### **Key Responsibilities**

- Deliver training, coaching, and technical assistance to WAP providers nationwide.
- Support agencies in interpreting and implementing federal requirements, state plans, and DOE guidance.
- Assist providers in addressing monitoring findings, audit results, and compliance concerns.
- Strengthen operational effectiveness across administrative, technical, and production functions.
- Analyze program performance and identify opportunities for improved efficiency and quality.
- Develop training materials, tools, job aids, and implementation resources.

- Collect and report data demonstrating the impact of technical assistance activities.
- Represent NCAP professionally with subgrantees, partners, and stakeholders.

## **Qualifications**

### **Required**

- Minimum five years of professional experience working within the Weatherization Assistance Program at the subgrantee level.
- Experience with WAP requirements, DOE guidance, and 2 CFR Part 200.
- Demonstrated success providing training, technical assistance, coaching, or operational support.
- Experience creating training materials, technical resources, or implementation tools.
- Strong Microsoft 365 proficiency.
- Ability to manage multiple priorities and work effectively while traveling.

### **Preferred**

- Experience providing multi-agency training or technical assistance.
- Bachelor's degree in a related field.
- Strong relationship-building and communication skills.
- Experience working in mission-driven nonprofit, state, or federal program environments.

## **Why Join NCAP?**

NCAP supports a nationwide network dedicated to helping individuals, families, and communities thrive. This position offers the opportunity to influence Weatherization program quality and effectiveness across the country while working with a collaborative and mission-focused team.

**Travel:** Up to 50% nationwide travel required.

Apply by sending a cover letter and resume to: [Jobs@communityactionpartnership.com](mailto:Jobs@communityactionpartnership.com)