



Program Director Job Description

Organization: AAAH's Power to the People PDX

Location: Portland, Oregon

Position Type: Full-time, Non-Exempt

Salary: \$72,000 - \$78,000 per year, depending on experience

Overview:

Power to the People PDX is a project under the auspices of the African American Alliance for Homeownership (AAAH), a HUD Approved Housing Counseling Agency. We are seeking a highly organized, self-motivated Program Director to lead our innovative residential energy efficiency program. The Program Director will be responsible for managing program services, managing budgets and resources, coordinating with internal and external stakeholders, and analyzing program data to identify areas for improvement.

The Program Manager will work closely with our team of energy assessors and contractors to ensure that our program meets the needs of our targeted community and achieves our organization's goals.

Responsibilities:

- Develop and implement residential energy efficiency program services, including developing program materials and conducting outreach and education efforts
- Manage budgets (\$1 mil +) and resources for residential energy efficiency program
- Coordinate with internal and external community members, stakeholders, including contractors, utility partners, and government agencies
- Monitor program performance and identify areas for improvement
- Analyze program data and prepare reports for management and stakeholders
- Supervise a team of interns and a Program Coordinator



Qualifications:

- Bachelor's degree in engineering, business, or a related field
- 3+ years of experience in program management or energy efficiency
- Strong organizational and project management skills
- Ability to work independently and as part of a team
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office, Google Suite, and other Microsoft apps
- Experience with grant writing and reporting preferred

Benefits:

- Paid Kaiser health, dental, and vision (includes alternative care)
- Simple IRA with employer match
- Paid time off, including vacation, sick leave, and holidays
- Professional development opportunities

AAAH is an equal opportunity employer and is committed to building a diverse and inclusive workplace. All are welcome to apply. Spanish speaking applicants, a plus.

To apply, please US mail or email a resume and cover letter to:

Cheryl Roberts, Executive Director
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