



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Weatherization and Environmental Justice Navigator

FLSA Status: Full Time, 40 hours weekly (8:00am-5:00pm, 1-hour lunch) 50% of one funding source until May 2026; full funding source may be secured until then as well.

Department: Frances Martinez Human Services Department

Reports to: Sylvia Rubio, Human Services Director

Pay Range: \$27.85 - \$28.85

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

Covid-19 Vaccination Requirement

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

JOB SUMMARY:

The Weatherization and Environmental Justice Navigator will conduct outreach and education to Beacon Hill residents and surrounding areas, primarily BIPOC, immigrants and refugees, about the environmental and health impacts of oil-heating and connect them to resources that can support future conversions from oil heat to electricity.

The Weatherization and Environmental Justice Navigator will use a community-centered approach to outreach and a comprehensive service delivery model that targets energy burdens, health and safety issues, and home repairs to achieve community-wide weatherization updates and health measures.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS:

- B.A. degree in Experience in Human Services, Social Work, and/or Communications preferred but not required or working 5 years of non-profit or other relevant experience
- Strong classroom presentation skills.
- Bilingual, able to communicate in English and Spanish with participants.
- Flexible, patient, and sensitive when working with community members.
- Knowledge of customer service practices, ability to provide information timely and concisely.
- Commitment to supporting Latina/o and other communities.

ESSENTIAL FUNCTIONS:

- Develop an inclusive community engagement model.
- Design and develop a comprehensive program that is responsive to community needs.

- Launch outreach and engagement efforts to 150 Beacon Hill residents and surrounding areas for program recruitment and community education to low-income households.
- Educate the community in Beacon Hill and surrounding areas on energy efficiency, electrification, and healthy home best practices.
- Gather community input and feedback.
- Collect demographics to evaluate and determine the scale of the needs in the priority community.
- Collaborate with the Project Team in developing and designing a program design that is consistent with weatherization plus health concepts and the needs of the community.
- Collaborate with the project team in implementing weatherization plus health measures. Support program evaluation activities to assess the pilot program's impact, replicability, and scalability.
- Prepare and deliver presentations to educate Beacon Hill residents about the environmental and health impacts of oil-heating, and to raise awareness of environmental consequences.
- Connect residents in Beacon Hill and other surrounding areas to resources that can support future conversions from oil heat to electricity.
- Document/Record Information — Entering, transcribing, recording, storing, and/or maintaining information.
- Assist eligible households to enroll in the City of Seattle's Utility Discount Program (UDP).
- Provide information to supervisor by telephone, Teams, in written form, e-mail, or in person.
- Prepare monthly/annual narrative and data reports.

SKILLS/TECHNICAL KNOWLEDGE:

- Presentation software — Microsoft PowerPoint
- Spreadsheet software — Microsoft Excel
- Computer proficiency including Microsoft Office Suite

WORKING CONDITIONS:

40 hours scheduled between 9am-6:00pm, Monday- Friday. Flexible work schedule: for outreach, evening presentations, and weekends. El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely based on the needs of the fulfilling contractual funding obligations with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate telephone, desktop and/or laptop computer.

El Centro de la Raza offers the following benefits to full-time:

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) for all employees, which provides help with mental health,

- stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the requirements of the position. El Centro de la Raza would attempt to satisfy requests if the accommodation needed is reasonable and no undue hardship would result.

REV: 09/2022