

**Nevada Housing Division
1535 Old Hot Springs Road
Carson City NV 89706
Temporary Contract Position Announcement**

Job Title: Community Relations Officer
Program Department: Weatherization Program
Reports to: Program Manager
Release Date: 06/08/09
Closing Date: 06/30/09
Anticipated Hiring Date: 08/01/09

Purpose:

The State of Nevada Housing Division (NHD) is soliciting proposals from qualified individuals to work as contracted Community Relations Officer on the NHD's Weatherization Assistance Program and act as a liaison between NHD and sub grantees, training facilities, utility companies (outreach, residential energy programs, rebate/subsidies), clients, and community members.

The Position:

The Nevada Housing Division's Weatherization Assistance Program assists low income persons in reducing their utility consumption by providing for various energy efficiency and conservation measures. Additional information on the program can be found on the NHD's website at www.nvhousing.state.nv.us under Programs, Weatherization Program tab.

This position will be responsible for acting as a liaison between NHD's Weatherization Assistance Program and the public and private sector. The job will involve providing program information, coordinating weatherization activities, and resolving issues between; the program's subgrantees, the utility companies, state and local governments, the owners of multi-family housing complexes, and clients.

The job will involve investigating client complaints, conducting outreach efforts, crafting media and attending media events, public speaking and updating Weatherization Program information on the Division's website. The position will be responsible for providing written and/or oral reports to NHD, the Legislature and act as a representative of NHD Weatherization Assistance Program at various meetings.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree or equivalent from a four year college or technical school in communications or a related field; or four years related experience and/or training; or an equivalent combination of education and experience.

Skills Required:

- Proficient in use of Microsoft Office products; including experience in creating Power Point presentations and working in a network environment.
- Experience in public or customer relations.
- Experience in public speaking and conducting public meetings.
- Experience in investigating and resolving customer complaints/grievances.
- Experience in working with public or non-profit entities as well as programs assisting low-income persons.
- A degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Special Requirements:

- A valid driver's license is required.
- Contract staff will be required to travel and will have to furnish their own transportation.
- Proof of automobile insurance.
- Applicants must agree to submit to a background check.
- Liability Insurance.

Working Conditions:

The majority of the work will be conducted in an office environment within the Housing Division's Las Vegas office. The position will require in-state travel and occasional out-of- state travel.

Contract Period:

The contract period will begin August 1, 2009 and end on June 30, 2010 and may be renewed at additional 1 year intervals at the Housing Division's discretion.

Benefits:

This position is contract staff and is not offered with benefits.

Per Diem:

Per Diem rates (for lodging, meals and incidentals) are based on the U.S. General Services Administration (GSA) per diem. Contract Staff must be at least 50 miles from their duty stations to receive reimbursement for lunch. They must be at least 100 miles from their duty station to receive reimbursement for lodging. All travel and per diem expenses must be pre-approved by the Weatherization Program Manager.

Mileage Reimbursement

Position will be responsible for providing their own transportation and will be reimbursed at the current state rate for travel when 50 miles or more from their duty station.

Confidentiality:

Respects the confidentiality of information regarding the Nevada Housing Division, its clients, staff, personnel issues, and other program operations.

Submittal Instructions

- Submit a cover letter describing past related experience (maximum 2-pages).
- Submit a copy of your resume.
- Submit names and contact information for two professional references.
- Submit hourly wage requirements.
- Deadline for Submittal: **5:00 PM June 30, 2009** (Electronic submissions not acceptable).

Interested Parties may submit their resume and other documentation to:

Craig Davis, Weatherization Program Manager
Nevada Housing Division,
1535 Old Hot Springs Rd., Suite 50
Carson City, NV 89706

Right to Reject Proposals and Cancel This Announcement

NHD reserves the right to reject any and all proposals at any time. NHD reserves the right to cancel, withdraw, modify or reissue this Job Announcement at any time for any reason.

Interviews

The most qualified applicants will be contacted by the hiring agency for an interview.

Questions

Questions regarding this solicitation should be directed to Craig Davis, Weatherization Program Manager, at 775-687-2036.