

Position: HVAC Trainer

Are you looking to use your analytical and problem-solving skills to make a meaningful impact in HVAC and Energy Efficiency? Do you have a passion for making the Earth a better place? Do you have curiosity and drive to create solutions and to promote energy efficiency? If yes, then this is the role for you!

We highly encourage individuals of underrepresented groups to apply!

Who We Are:

Indiana Community Action Association (IN-CAA) is a 50-year-old nonprofit organization that provides training and technical assistance to HVAC professionals working for Energy Conservation Programs, and serves the State of Indiana as the Weatherization Training Center.

The Opportunity:

We are currently seeking an HVAC **Training Specialist** to join our team. In this role you will be responsible for delivering HVAC related training content in a small classroom/lab setting at our training center; and to visit outside locations to assist other HVAC professionals in solving HVAC related issues in home settings. We are currently seeking a self-motivated, inspiring individual who is passionate about HVAC to join our training team that is small but mighty!

Major Roles and Responsibilities

- Conduct training courses from existing training content to small groups of adult learners utilizing PowerPoint and hands-on training
- Maintain update to date knowledge of existing and new HVAC related technologies
- Have a strong understanding of how to install and problem solve heat pump systems and gas appliances
- Develop/revise objectives, lesson plans, teaching aids and testing methods for training courses
- Provide in-field technical assistance and course follow-up visits for IN-CAA's training contracts and customers, as identified.
- Evaluate daily and overall progress of training course participants

Core Skills and Experiences

- High school degree or greater
- Five (5) years hands-on experience within the HVAC field installing, repairing and problem solving
- Experience with Microsoft PowerPoint, Word, and Excel
- Problem solving skills, critical thinking skills, and an inquisitive mind
- Basic understanding of residential construction terminology and techniques.
- Passion for HVAC and teaching others about HVAC
- Great communication and the ability to develop relationships with others
- Ability to travel overnight on occasion
- Ability to lift up to 50 pounds on occasion

- Valid Driver's License and a dependable vehicle
- EPA Universal Refrigerant certification

Additional:

We encourage anyone who is interested in this role to apply, regardless of whether you feel you meet 100% of the qualifications. The top candidates will bring their own unique perspectives, experiences, and backgrounds from a variety of industries along with many but not necessarily all the skills listed above. We offer professional learning and training opportunities to help you develop the skills you may not have had the opportunity to cultivate yet.

What You Get:

We offer a generous compensation package that includes a comprehensive benefits package including paid time off, paid holidays; vision, dental, and medical insurance; professional development opportunities. Plus the opportunity to work in a great culture with a team that is committed to making our community a better place for everyone.

IN-CAA believes that having a diverse and inclusive workplace not only strengthens our work but is also essential for healthy interaction among coworkers and our clients.

IN-CAA is an equal opportunity, affirmative action employer, committed to building a diverse inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, caregiver status, or other categories protected by law.

Job Type: Full-time-36 hour work week M-F

Pay: Starting at \$75,000 or more, depending on experience

Benefits:

- Health Insurance Anthem
- Vision Insurance Anthem Blue Vision
- Dental Insurance
- Life Insurance
- Long and Short Term Disability
- Charles Schwab SEP Plan: We contribute 5% of Gross Salary each pay period
- Vacation/Personal Days 1st year = 7.38 hours per pay period (24 days/year)
- Holiday: 11 paid holidays per year

Work Location: Office and Remote Site Visits

TO APPLY

Send your resume, to Chris Willman, Wx Program Training Team Leader, at cwillman@incap.org. Please direct questions to the same.