



Position Title: Green Home Project Manager

Limited Duration Employment through December 31, 2026 with possibility of extension through July 31, 2027 or beyond dependent on grant funding

Reports to: Workforce and Planning Director

Direct reports: None

Employee Classification: Regular, full-time, exempt

Hours: 1.0 FTE 32-hours per week (hybrid), Monday-Thursday (*with occasional after hours and weekend work for programming events*).

Compensation: \$56,185-\$62,255 per year, DOE

Benefits: Generous 90% employer-paid medical, dental, and vision insurance; 401K plan with employer contribution; fully subsidized transit pass; work from home stipend (upon completion of probationary period); paid time off & 14 paid holidays annually.

About APANO:

APANO Communities United Fund unites Asians and Asian Americans to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians, Asian Americans and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO Action Fund (AF). Through **APANO Good Growth**, APANO advances equitable access to healthy homes, environmental resources, workforce opportunities, and climate resilience. Our work connects community members to practical resources and pathways that support healthier families, stronger communities, and a more inclusive green economy.

Position Description:

APANO is seeking a **Green Home Project Manager** to coordinate implementation of the APANO Green Home Project, a community-centered environmental justice initiative serving Asian communities in Oregon. The project focuses on improving household environmental health and climate resilience through multilingual outreach, home energy assessments, yard and tree assessments, tree planting, youth environmental education, workforce development, and community partnerships.

The **Green Home Project Manager** will oversee day-to-day project coordination, participant engagement, data tracking, partner communication, and grant compliance. This position requires someone who is highly organized, collaborative, culturally responsive, and comfortable working across community engagement, environmental programs, and project administration.

Key Responsibilities:

Project Coordination and Partnerships

- Coordinate day-to-day implementation according to the approved work plan, timeline, and budget.



- Maintain project schedules and tracking systems, and monitor milestones, deliverables, participation, and outcomes.
- Coordinate staff, contractors, and technical partners to keep activities on schedule.
- Maintain regular communication with environmental, workforce, energy, urban forestry, youth, and community-based partners, clarifying roles, timelines, and deliverables.
- Report progress and flag implementation challenges to APANO leadership in a timely manner.
- Represent APANO Good Growth at community meetings, workshops, and partner events.

Community Outreach and Engagement

- Coordinate culturally specific and multilingual outreach to Asian and Asian American households, particularly households in EPA IRA-designated Disadvantaged Communities.
- Support workshops, community events, digital outreach, and educational activities.
- Coordinate Community Education on energy efficiency, tree care, urban canopy, air quality and climate resilience.
- Build relationships with community organizations, schools, neighborhood groups, and other trusted partners.
- Help identify and address barriers to accessing energy, weatherization, tree planting, and healthy-home resources.

Green Home Services

- Coordinate household enrollment in home energy and environmental health programs, and support home energy assessments and connections to energy efficiency, weatherization, indoor air quality and other resources.
- Coordinate 30 yard/tree assessments and at least 50 tree plantings with technical and urban forestry partners.
- Support collection of field information related to soil, trees, heat, canopy, and other environmental conditions.
- Build strong relationships with homeowners by educating them about our energy-efficiency and tree-planting services, providing consistent follow-up throughout their participation, and documenting their experiences to develop compelling narratives that demonstrate the services' impact.

Data, Reporting and Grant Administration

- Maintain accurate project and participant data, field records, photographs, and supporting documentation in APANO's tracking systems, organized for grant monitoring, audits, and closeout.
- Track progress toward grant deliverables and performance measures.
- Prepare regular project updates and support quarterly, annual, and closeout reports using verified project data.
- Work with APANO finance staff to track expenditures, invoices, and project budgets.



Required Qualifications:

- 3+ years of experience in project management, community programs, environmental programs, workforce development, or a related field, including coordinating multiple activities, partners and deadlines.
- Strong organizational, follow-through and written and verbal communication skills.
- Experience working with culturally diverse communities and/or community-based organizations.
- Ability to maintain accurate records and work with data and reporting systems.
- Strong written and verbal communication skills.

Preferred, but not required:

- Experience with energy efficiency, weatherization, healthy homes, indoor air quality, urban forestry, climate resilience, or environmental justice programs.
- Experience coordinating community-based environmental, tree planting, youth, or workforce development programs.
- Familiarity with *Energy Trust of Oregon*, EPA environmental justice programs, IRA-funded initiatives, or other grant-funded programs.
- Experience with grant-funded programs, including grant reporting, data collection, and maintaining program documentation.
- Experience developing or coordinating multilingual and culturally responsive outreach.
- Experience with tools such as Smartsheet, Excel, Google Workspace, or similar platforms.
- Ability to communicate in Chinese, Vietnamese, or another language commonly spoken within APANO's communities is highly valued.

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled, with priority given to applicants who apply by **October 20, 2026**. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject line "APANO Green Home Project Manager."

Complete applications include:

- Cover letter (1 pages max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume detailing relevant experience, work history, education and accomplishments.
- If you proceed to a final round of review, we will ask for 3 references with contact information and your relationship to the reference. (You may include these references in your initial application, but it is not required.)

APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ people, people with lived experience of



economic injustices, and other underrepresented groups, including diverse Asian and Asian American communities, both within the organization and the broader racial justice movement in Oregon. APANO CUF and APANO AF are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.