

POSITION: Weatherization Program Specialist

Pay Rate: \$22 - \$31 per hour, based on experience

SUPERVISOR: Weatherization Program Manager

GENERAL RESPONSIBILITIES: Assist the branch Weatherization Program Manager with responsibilities related to managing and administrating the Partners for Community Development, Inc. energy efficiency programs. Provide administrative, scheduling, and clerical activities, and professional office duties to assist the success and implementation of the Weatherization and Program Services programs.

JOB DUTIES:

- Must maintain professional business confidentiality, and professional etiquette – and assist in all aspects of the program as required. Read, decipher and familiarize yourself with the contents of the Weatherization Program, rules and policies, to assist the implementation and success of the program.
- Maintain open communication and provide necessary information related to the energy efficiency programs to partnering entities, property owners, property managers, funding source representatives, tenants, and eligible customers.
- In coordination with the Weatherization Program Manager: monitor daily production, monitor monthly unit and expenditure goals, and assist with client related needs and services.
- In coordination with Weatherization Program Manager, Field Supervisor, and HVAC Supervisor, schedule and confirm jobs daily for the Weatherization crew and trades (HVAC, Electricians) for Weatherization and Program Services projects.
- Assist/serve as a backup to our Reporting Specialist to ensure that jobs are fully complete and the required documentation is present before reporting jobs for reimbursement. Submit all reporting documentation required by the HE+ System/WisWAP. Monitor and maintain records of project funds for the Programs. Generate monthly guidebooks and mail them out to Weatherization clients.
- Assist/serve as a backup to our Weatherization Intake Coordinator to correspond with prospective clients to inform them of the Weatherization Program, verify client eligibility, and process owner and tenant applications. Attend community events to promote the Weatherization Program.

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- Perform secretarial and administrative functions to assist staff with special projects and responsibilities.
- Attend meetings to take minutes and prepare meeting minutes as instructed. Prepare and assist with reports as necessary
- Maintain, organize and update energy efficiency programs filing system.
- Assist with client files to completion; create and modify forms as necessary.
- Assist with general office management.
- Travel with staff to training seminars, workshops, conferences and meetings when necessary.
- Assist with program data entry for the successful completion of projects to meet program goals. Stay abreast of Emergency Furnace rules, regulations, and reporting requirements.
- Other duties as assigned

QUALIFICATIONS:

- High School Diploma, GED or HSED required. Associates degree preferred, or equivalent work experience.
- Good written and verbal communication skills.
- Secretarial, public relations and/or office administrative experience.
- Knowledge and experience in planning and communication in a professional desired.
- Ability to work effectively with culturally diverse and low-income customers that need weatherization services.
- Ability to stand or sit for extended periods of time and occasionally lift up to 30lbs.
- A valid Wisconsin driver's license is preferred, but not required, with auto insurance and reliable transportation
- Bilingual preferred but not required.

An Equal Opportunity Employer Working Under an Affirmative Action Plan

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