

MOUNTAIN COMMUNITY ACTION PROGRAM, INC.
JOB DESCRIPTION

Housing Specialist

Reports to: Weatherization Program Manager
FLSA Status: Full-time with benefits
Salary: \$17.54 - \$22.75

DUTIES AND RESPONSIBILITIES:

The Housing Specialist assists the Weatherization Program Manager with the overall administration and program operations of the Weatherization/Housing department with exceptional organizational and communication skills.

- Assists the Weatherization Program Manager with day to day operations of weatherization functions.
- Adheres to all program deadlines and helps the Weatherization Program Manager meet and exceed program goals.
- Works with the Weatherization Program Manager to establish program budgets for jobs based on job labor and job costs.
- Responsible for compiling monitoring documents and uploading into CAMS.
- Submits financial reports in Hancock in coordination with Weatherization Program Manager and Finance Administrator.
- Enters client information and documents into Hancock, assigns clients to auditors for energy audits.
- Provides client education on weatherization programs. Corresponds and communicates with clients the entire weatherization process from start to finish.
- Assists with APCo submissions, cost/measures. Knowledgeable of APCo program requirements.
- Submits documents for EHARP/ARP program. Knowledgeable of EHARP/ARP program requirements.
- Implements the Weatherization Deferral Program – maintaining forms, contractor timelines, and proposals. Submission of WDR job setups and completion within CAMS.
- Provides contractor/vendor solicitation for services and materials.
- Collects and maintains all files pertaining to Weatherization contractors (license, insurance).
- Maintains and schedules classes in conjunction with the Weatherization Program Manager.
- Upload clients into CAP60 data system on a quarterly basis.
- Maintain client confidentiality and relationships with other human service agencies.
- Schedules and coordinates energy audits.
- Maintains weatherization waitlist.
- Edits and creates program documents and forms.
- Prepares media releases and coordinates Weatherization Day event.
- Development of RFP's, client forms, and media releases.
- Assists in maintaining leveraged funds.

- Works with Program Manager in creating purchase orders and ordering office/weatherization supplies.
- Attends all WAP related trainings and peer exchange events.
- Knowledgeable about grant requirements, program execution, and state energy efficiency initiatives.
- Ability to communicate effectively. Builds rapport with funders and maintains open communication at all times.
- Refer clients to other programs within the CAP (Outreach, Project Discovery, and other programs), as well as to outside agency based on needs through client review.
- Other duties as deemed necessary.

SUPERVISORY RESPONSIBILITIES:

None.

Qualifications:

Associate degree in business or Non-profit Management/Administration with emphasis on Project Management or other related field. Familiarity with building science field, and ability to understand complex regulations and rules. Comfortable using a personal computer and immediate user in Excel, Word, Publisher, Microsoft Teams, and other teleconferencing software.

Mountain CAP is an Affirmative Action/Equal Opportunity Employer. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

I understand and agree that in the performance of my duties as an employee of Mountain CAP, I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to and including termination.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____