UCAN Employment Opportunity

Weatherization Coordinator 1 – Josephine County

Weatherization Program

Applications accepted until: November 4, 2020

Budgeted hours: 40 hours/week

Salary: $13.77 - $18.77 plus generous benefits

THE POSITION: Provide administrative support to the weatherization and energy assistance programs which serve low-income clients with weatherization, energy assistance and energy conservation services. Maintain program records. Serve as program receptionist.

Essential Functions of the Job:
1. Assist public in person and by telephone; direct calls and individuals to appropriate source; answer questions related to programs; assist public in locating and obtaining information. 2. Determine applicant eligibility according to funder eligibility guidelines. Maintain Weatherization waiting list. Perform community outreach activities to ensure the community is aware of our services. 3. Schedule energy audits and inspections in a manner that keeps work flowing to meet agency and funder goals for production. Work with Energy Auditors/Inspectors to ensure contractor work is performed timely and in the necessary order. 4. Organize and maintain accurate and complete records, files, and spreadsheets for each weatherized home in accordance within the guidelines set forth by Oregon Housing and Community Services and other funders. Ensure both paper and electronic records are complete and accurate. 5. Perform complex word processing and data entry in accordance with agency and funder guidelines utilizing specialized databases, spreadsheets and systems. 6. Process invoices for payment and assist in the preparation of reimbursement requests. 7. Manage and track statistical information needed for reports. Provide information to other UCAN programs and community partners when needed. 8. Correspond with contractors, landlords, homeowners, clients, and vendors regarding weatherization projects. 9. Provide administrative support to the Weatherization Program. Design, compose and type various correspondence and forms. Discuss policy questions and resolutions; advise Weatherization team of potential problem areas. Operate and maintain basic office equipment; copy, assemble and distribute materials. Schedule equipment maintenance and repair. Complete bulk mailings. 10. Provide back-up support to the Energy Assistance program as needed by determining eligibility, answering phones calls, scheduling appointments, and providing program information to clients and the community.

MINIMUM QUALIFICATIONS: Two years work-related support experience OR a satisfactory equivalent combination of education, experience and training. At time of appointment, must possess a valid Oregon driver’s license.

In addition to the above, applications will receive further evaluation based on the following: Knowledge of: Considerable knowledge of general office practices and procedures, considerable knowledge of systematic filing and retrieval processes or systems; reasonable knowledge of word processing; knowledge of English composition, spelling, grammar and arithmetic; considerable knowledge of general recordkeeping and bookkeeping processes. Skill in: Writing clear and concise correspondence, newsletters, records, use of automated equipment and systems including logging onto systems, enter database information, creating and delivering presentations, download forms and preserve/backup important data. Ability to: Communicate effectively in both oral and written form; estimate and manage time efficiently; prepare and maintain fiscal and/or statistical records and reports; utilize problem identification and resolution techniques; multitask and adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; maintain confidentiality; work within a team environment; interpret policy and procedures to the public; make decisions independently in accordance with established policies and use initiative and judgment in carrying out tasks and responsibility; courteously meet and deal effectively with other employees, public agencies, contractors, and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, keyboarding, carrying and lifting up to 5 pounds (sometimes up to 25-60 pounds), pushing, pulling, reaching, carrying, stooping, sitting, standing, and walking. Work is typically performed under very comfortable working conditions. Work requires frequent mental and/or visual attention. Work is performed in a safety conscious manner at all times.

SUBMIT COMPLETED APPLICATION TO:
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913 FAX 541-492-3921
Application on website: www.ucancap.org

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