



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Community Action Agency Weatherization/Energy Program is currently accepting applications for the following position:

Full-time **Program Assistant** in Escanaba. Hours will be scheduled Monday-Friday with no weekends or holidays.

Minimum of two years of college required; four years preferred. May consider relevant work experience. Two years of experience in human services or a related field preferred.

Must have reliable transportation. Travel within the five county service area is required.

We are looking for applicants that are self-starters, are able to work unsupervised, have computer experience including Microsoft Office and work well with the senior and low income population.

Entry wage is \$14.09 - \$16.88 depending on education and experience.

Benefits include paid vacation, sick and personal time; 403(b) retirement plan; health, dental and life insurances; and access to our Employee Assistance Program.

Please submit a completed application to the Weatherization/Energy Program, Attention: Brenda Moya, 507 1st Ave N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.

MENOMINEE-DELTA-SCHOOLCRAFT
COMMUNITY ACTION AGENCY

Job Description

Title: Weatherization/Energy Program Assistant
Location: Administrative Office
Job Classification: Regular, part-time with potential to move to full-time, hourly
Supervisor: Weatherization Director
Supervises: None
Revised: 02/2020

GENERAL SUMMARY

Assist in the smooth operation of Weatherization/Energy Program. Responsible for data entry, word processing and filing. Assist with taking/reviewing Weatherization applications and providing client energy education.

QUALIFICATIONS

Education: Minimum two years college; four years preferred. May consider relevant work experience.

Experience: Two years experience in human services or related field; experience working with service organizations, low income individuals and public agencies.

Other Factors: *Self-starter; ability to work unsupervised.
*Computer experience including Microsoft Office products, and data entry.
*Ability to work well with senior and low income population.
*Have reliable transportation to travel in the five county service area.
*Good communication skills.

ESSENTIAL FUNCTIONS

- 1) Type and proofread correspondence, reports, proposals and contracts as requested.
- 2) Serve as receptionist for the Weatherization/Energy Program.
- 3) Complete and process Weatherization applications to include checking for accuracy, calculating income and insuring all needed documentation is accounted for.
- 4) Work closely with the Weatherization Director and Energy Auditor to maintain a prioritized waiting list.
- 5) Prepare files for Inspectors.
- 6) Set appointments with clients
- 7) Assist in providing client energy education.
- 8) Maintain client/participant confidentiality.
- 9) Attend all meetings and trainings as assigned by the Weatherization Director.
- 10) Perform all other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.