**Energy Programs Coordinator**

Location: Kno-Ho-Co-Ashland Community Action Commission (KHCA) Administrative Office

Status: Regular Full-Time

Description: Under the general direction of the Energy Programs Administrator, the Energy Programs Coordinator assisting in the implementation and execution of the energy programs offered by the organization, including but not limited to weatherization (HWAP), WarmChoice, EPP, AEP-CAP and Community Connections. The candidate shall be responsible for qualifying clients for programs, scheduling appointments, performing clerical duties, assisting in the preparation and coding of time records, processing and coding invoices for program expenditures, entering data, preparing and filing reports, maintaining programs records and supporting program staff.

Education: Associate’s degree (AA) or five (5) years related experience and/or training; or equivalent combination of education and experience.

Benefits: Full time benefits – Excellent health, dental, vision, life, short-term and long-term disability insurances; 403(b) retirement savings plan and match; holiday, personal, vacation & sick time

Response: Please email, mail, drop off or fax resume or stop by to get an application:

Kno-Ho-Co-Ashland C.A.C., 120 North 4th Street, Coshocton, OH 43812.

Email: jcollins@knohoco.org

Fax: 740-622-0165

Phone: 740-622-9801 ext. 1015