

POSITION POSTING

August 20, 2024

Energy Programs Administrator

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

Status: Regular Full-Time

Description: Under the general direction of the President, the Energy Programs Administrator is responsible for planning, budgeting, implementing and executing the operation of energy programs offered by the organization, including but not limited to weatherization (HWAP), Bipartisan Infrastructure Law (BIL), WarmChoice, EPP, AEP-CAP and Community Connections. The candidate shall be responsible for hiring and developing staff, assignment of crews and allocation, reporting and coding of staff time. Also accountable for ensuring vehicles are equipped with required equipment and that it is in good and safe working order. Candidate will also prepare and submit program compliance documentation and reports to funders, the board of directors, management and others as required. Seeks out and makes application for additional sources of funding. Also, will be responsible for regularly visiting worksites to observe crews, monitor work being performed and identify training needs. In addition, will have responsibility to identify, secure and/or provide training to ensure compliance with safety standards.

Experience: Five (5) years related experience and/or training. Experience in the construction field desired but not mandatory. BPI Quality Control Inspector certification required at time of hire or within a reasonable period of time thereafter.

Response: Please mail, fax or email resume or letter of interest to the KHCA Central Office, attention Jenny Collins and/or Mike Stephens

Address:	Kno-Ho-Co-Ashland CAC Central Office	Fax #:	(740) 622-0165
	Attention: Jenny Collins	Telephone #:	(740) 622-9801
	Mike Stephens		Ext. 1015 (Collins)
	120 North Fourth Street		Ext. 1014 (Stephens)
	Coshocton, OH 43812	Email:	jcollins@knohoco.org
			mstephens@knohoco.org

If you have any questions, please contact Jenny Collins at (740) 622-9801, extension 1015.

Equal Opportunity Employer