



Energy Efficiency Program Manager

Salary: \$25.00/hour

Job Type: Full-time

Benefits: Yes

GENERAL DESCRIPTION OF DUTIES: The Commission on Economic Opportunity (CEO) is seeking a Program Manager for our Weatherization program. They will assist in all aspects of service delivery and program development, managing staff, contractors, funder outcomes, tracking sheets, and compliance with program guidelines.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Actively contribute to program planning and monitoring.
- Responsible for maintaining program compliance and services as dictated by agency and/or contract.
- Supervise and train all program personnel including program assistant, crew members and auditors on the procedures and policies as they relate to the Weatherization Program.
- Comply with all funding and reporting requirements.
- Provides management, direction, and role modeling behavior based on high professional standards to staff.
- Approves assigned work order to contractor in house or to sub-contractor, ensuring fair disbursement of work to be performed.
- May be responsible for determining if remediate work is required on work site.
- Implement all policies and procedures regarding the supervision and monitoring of customer files.
- Assist in the supervision, training, monitoring, performance evaluations and scheduling of all staff.
- Reviews contracts and program budgets with Fiscal Department and Directors
- Provide effective customer service including, but not limited to, greeting, receiving and addressing customers with respect and dignity at all times.
- Provide comments and recommendations regarding program/departmental policies, procedures and practices.

MINIMUM EDUCATION AND EXPERIENCE

- Minimum 5 years of experience in weatherization or related industry.
- Bachelor's degree preferred.
- Strong operations management skills with two (2) years in a supervisory capacity required. May consider combination of experience and education in lieu of degree.
- BPI (Business Performance Institute) Building Envelope Certification preferred.
- Solid written and oral communication skills.

- Knowledge of profit and not for profit funded Weatherization Programs and community resources preferred.
- Ability to communicate in a professional and effective manner with a diverse population.
- Must have superior organizational skills and the ability to manage multiple projects and priorities.
- Proficient in databases and MS Office Suite.
- Valid driver's license and vehicle.

Check out our benefit package! CEO offers:

- Medical, dental, vision
- Retirement contributions
- Free access to a Telemedicine provider
- Paid Time Off
- Professional development during work hours
- Consideration for Public Service Loan Forgiveness Programs
- Employee Assistance Program (EAP)

Please note: Applicants for this position will be required to complete standard background clearances, which include a Motor Vehicle Report (MVR) search and a pre-employment drug screen.

Website: <https://www.ceoempowers.org>

Apply: <https://www.ceoempowers.org/about/join-us/>.

Should you have any questions, please don't hesitate to call us at, 518-272-6012.

EOE/AA