

Director of Energy Programs (Full Time)

Community based organization seeking a Director to oversee the supervision and coordination of the Energy Programs Division. The Program Director is responsible for the day to day operation of the program which includes communication with funders, monitoring compliance as required by contracts and grants, ensuring timely and complete reports to funders. Ability to seek new funding sources, maintaining relations with contractors and programs consistent with the mission of the Agency and the directives of the Executive Director. Administer and implement Federal, State and private utility company programs which includes budgeting, and hiring recommendations, meeting production goals and overall supervision of staff. Responsible for database management, reporting to funding sources, and marketing programs. Oversee the coordination of trainings. Ensure communication and coordination between the various programs and Intra-Agency Divisions. Responsible for ensuring compliance with all the policies promulgated by CAPIC in accordance with grantor regulations and Board policies and directives.

Qualifications:

- BA preferred in human services, environmental studies, business administration, management or related fields.
- Minimum of three to five years experience in business administration and contract compliance.
- Capable of completing program and personnel reports. Must be able to meet requirements established by state and federal regulations.
- Capacity to select, supervise, train and evaluate employees.
- Works well independently and as an effective team member.
- Bilingual preferred.
- Ability to read, write and speak in clear, concise and effective manner.

EXCELLENT BENEFITS:

Health, Dental, Sick, Personal days, 403b and vacation benefits

Please submit resume and cover letter to:

Robert S. Repucci, Executive Director

Community Action Programs Inter-City, Inc.

100 Everett Avenue, Unit 14

Chelsea, MA 02150 or careers@capicinc.org

Community Action Programs Inter-City (CAPIC) is an Equal Opportunity Employer