

Sustainable Resources Center, Inc. (SRC) is a Minneapolis non-profit that seeks to create healthy and energy efficient home environments. **Our vision is that all families live in homes that are safe, energy efficient, have clean indoor air, and are free of excess moisture, mold, toxins, and pests.**

Our Energy Programs Team achieves this vision by visiting homes in the community and identifying how these homes can be improved to save energy. We are then able to provide these often expensive upgrades to our income-qualified clients free of charge through the support of federal, state and utility grants.

If you are passionate about putting your managerial and organizational skills to work in support of this vision, **we are looking for you to join our Energy Programs Team as Energy Programs Coordinator.**

The Energy Program Coordinator directly assists the Energy Program Director in three areas:

- Staff support:
 - Helping to interpret state policy in specific project situations
 - Reviewing, creating, and maintaining efficient production workflow procedures
- Program support:
 - Assisting with monthly financials
 - Procurement of program materials
 - Providing feedback and support in the production planning process
- Program representation:
 - Liaising with outside agencies and funders
 - Recruiting and onboarding qualified contractors per MN WAP Policy requirements

You have the following essential knowledge:

- Know residential Federal Weatherization/energy conservation/building science principles, codes, and standards.
- Understand management principles and methods, and can plan, organize, and direct the work of others, as well as manage projects from beginning to end.
- Have a firm grasp on budgetary and financial concepts, ideally in a non-profit setting. Experience with funding/grant management preferred.
- Can identify problems and recommend appropriate solutions based on logical consideration of alternatives.
- Work well cooperatively as well as independently.
- Employ high attention to detail.
- Are organized, efficient in task management, and have excellent written and verbal communication skills.

- Have intermediate level proficiency with MS Office products and the ability to learn and use other software.

Other Desired Qualifications:

- Background in income-qualified Weatherization and/or other similar housing programs.
- Minimum of five years' experience in professional-level Weatherization program management.
- Degree in construction management or similar discipline.

ADDITIONAL INFORMATION:

This is a full-time, non-exempt position eligible for paid time off, paid vacation, paid holidays, 401(k) with employer match, medical and dental insurance, employer-paid life insurance, short-term disability and long-term disability benefits, and a cell phone stipend.

Pay for this position will be commensurate with experience.

How To Apply:

If you have specific questions about this position prior to applying, please contact Energy Programs Director Dan Roberts via our HR email (below). Otherwise, please email your resume and a brief introduction of yourself and why you think you'd be a great fit at SRC to HR@src-mn.org.

Sustainable Resources Center is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.