

Neighborhood Housing Services of Staten Island Job Description

Job Title: EnergyWise Coordinator
Department: EnergyWise Department
Reports to: Executive Director / Director of Development/
FLSA Status: Exempt
Status: Regular Full-Time
Location: 770 Castleton Avenue

SUMMARY:

To focus on retrofitting 1- to 4-family owner-occupied homes as well as reach out to, multifamily buildings, houses of worship and small business owners to facilitate their energy efficiency assessments, retrofits and to leverage their neighborhood influence.

ACCOUNTABILITIES:

- Maintain client database
- Assist with communication to homeowners, from preliminary meetings to scheduling intake, audits and scheduling retrofits with contractors as needed;
- Maintain working knowledge of incentives available to finance weatherization and retrofit work;
- Assist with communication to contractors;
- Participate in program development, staff training and information sharing among partners in this initiative;
- Track outreach efforts and progress toward target outcomes.
- Assist with preparing reporting documentation and maintaining client files.
- Performs other related duties as assigned or requested.

*The company reserves the right to add or change duties at any time.

QUALIFICATIONS:

- B.A., possess a strong interest in the environmental and sustainability field and making this field accessible in his/her community.
- Experience: 2 Years; combined experience/education as substitute for minimum experience

SKILLS:

- Demonstrated knowledge of business operations and business acumen
- Organizational skills necessary
- Excellent verbal and written communication skills
- Ability to present self and company in a professional manner
- Time management skills are required
- Neighborhood Housing Services of Staten Island Job Description

- Proficiency in a Personal Computer, Fax, and Photocopier required

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Is consistently punctual and maintains a satisfactory attendance record; Arrives at meetings on time
- Has ability to handle multiple projects and work demands; demonstrates flexibility as needed.
- Demonstrates an appropriate professional demeanor and appearance at all times; Adheres to dress code policy.
- Approaches others in a tactful manner; Treats others with respect and consideration
- Completes all work in an accurate and timely manner; meets productivity standards.
- Has the ability to manage multiple priorities and work to internal and externally imposed deadlines
- Follows policies and procedures at all times
- Uses initiative and good judgment to coordinate and implement special projects.
- Ability to read, analyze, and interpret common financial reports and legal documents. Ability to effectively present information to top management.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Shows initiative in learning new skills; undertakes self-development activities
- Contributes to a cooperative, friendly, and mutually supportive work environment; a team player
- Communicates efficiently and effectively, in both oral and written communications; writes legibly
- Exercises discretion; effective in the appropriate handling of confidential information
- Follows up consistently on assigned long-term projects.
- Follows directions in the thorough completion of assigned tasks.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is frequently required to climb or balance and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Employee's Name (Print) Employee's Signature Date