
POSITION ANNOUNCEMENT – Energy Program Administrator – Rochester, NY

Company Overview

PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives. Begun in 1969, PathStone is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low-income families and economically depressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Vermont, Virginia and Puerto Rico.

Our Mission is to build family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.

The primary goal of the Emergency Housing Program is to provide counseling and other support for participants to secure stable, sustainable housing. This is accomplished through case management, education and partnering with other agencies that work in the community to stabilize barriers that may hinder the successful outcome of achieving self-sufficiency.

Position Summary

Provides administrative coordination and support for NYSERDA CEEP grant for the Housing Rehabilitation and Energy Services program across the Finger Lakes Region. Initiates program and project development and planning and serves as the administrative liaison to the Deputy for Energy Programs concerning on-going grant and project administration.

Responsibilities include:

- Serve as liaison with NYSERDA and other partners; ensure compliance with reporting and monitoring requirements.
- To develop resources for residential energy improvement and job opportunities within the field of residential energy construction.
- Will supervise interns, volunteers, and sub-contractors that assist in program delivery.
- Will work with PECEI to coordinate small business energy improvement outreach with available loan products.
- To provide low and moderate income households with information, counseling, support and guidance that will result in technical and financial assistance needed to improve housing quality, affordability and energy efficiency.
- Organize and maintain central file system for all NYSERDA projects
- Serve as primary contact and advocate for customers applying for NYSERDA funded home energy improvement programs. Managing customer intake, application processing, file management and overall customer relations throughout the home renovation process.
- Qualify program applicants by verifying income, location, residency, and employment status.
- Maintain project spreadsheets and databases tracking customer info, project financing and reimbursements.



Requirements

Requires college level marketing, communications and community relations training. Bachelor’s degree preferred. Must possess advanced professional skills with 1-3 years of training and/or experience in administration and management of rehabilitation, energy or home buyer programs. Position requires the ability to solve problems stemming from performance and administration of numerous programs. Knowledge of energy conservation and rehabilitation programs, while not mandatory, will be of assistance in program delivery.

Specifications

PathStone provides a competitive salary and fringe benefit program. The position is available October 15, 2017.

To apply, please email a detailed cover letter and resume to:

Scott Oliver
PathStone Corporation
400 East Ave.
Rochester, New York 14607
soliver@pathstone.org

Additional Information

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Requires flexible hours including occasional evening and weekend hours, local travel, ability to lift up to 20 lbs and daily exposure to computer video display screen

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Transportation Requirement: Position requires an automobile available for daily work use, driver’s license and insurance.

*Individuals interested in applying for this position must submit a resume to the above listed supervisor on or before:
10/14/2017*

Authorization Number: 168-17

Year Round:
Seasonal/Temporary:
Full Time:
Part Time: # of hours/wk ____

Budgeted Project Code(s) for the Position:
_____ C5909 _____ % 100

