

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**ENERGY MANAGEMENT PROGRAM OUTREACH AND INTAKE COORDINATOR**

**Program:**

Energy Management (Weatherization) Program

**Summary:**

Responsible for Outreach and Client Intake, and other office duties

**Reporting Relationship:**

Reports to the Weatherization Field Supervisor.

**Reporting Location:**

249 Warren Avenue, Silverthorne, Colorado

**Duties and Responsibilities:**

1. Responsible for all client outreach/intake as well as public relations and networking, utilizing all necessary forms of outreach to ensure adequate numbers of weatherization clients and jobs are available to field crews at all times.
2. Works with Field Supervisor in the capacity of Program Assistant engaging in administrative duties and support tasks as assigned.
3. Works professionally with all prospective weatherization clients to inform them about the energy saving opportunities and qualifying them for the weatherization program.
4. Responsible for helping clients navigate the application process, ensuring applications are complete and accurate.
5. Assist with procurement and bid openings (editing bid documents, direct soliciting, newspaper insertions, collecting bids, etc.)
6. Responsibilities include ordering equipment; scheduling client appointments; making travel arrangements for staff; acquiring building permits; assembling audit packets for auditors; and coordinating maintenance needs of the Weatherization motor pool.
7. Assist with contracts management to ensure contractors are current with contracts and insurance documents. Track insurance documents to ensure documents remain current.
8. Assist with the development of waiver requests and submit to Colorado Energy Office (CEO)
9. Responsible for entering data into, and producing reports from, the CEO database system.

**Criteria For Evaluation:**

Evaluated on thoroughness, initiative and motivation, attitude, mature judgement, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisor and others, growth in capabilities, skills and technical abilities. Evaluated by the Weatherization Field Supervisor annually and more often if needed.

**Qualifications:**

A high school diploma or GED is required, college education preferred. Must be proficient in Microsoft Word, Excel, Outlook, and able to learn a customized database. Must be able to learn regulations, policy and procedures. Must be detail oriented, able to prioritize multiple projects, and have excellent communication and customer service skills. Must have knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology. Must have a valid Colorado driver's license and driving record suitable for insurability by NWCCOG's insurance provider. Spanish bi-lingual preferred.

**To Apply:**

Submit a cover letter, resume, and 2 recent references to Doug Jones at [djones@nwccog.org](mailto:djones@nwccog.org) The Weatherization Field Supervisor, NWCCOG no later than close of business on Thursday November 30<sup>th</sup>, 2017.