

NOTICE OF JOB OPENING

Intake Coordinator- Energy Resources Department

This key position in the Energy Resources Department (ERD) at Housing Assistance Corporation (HAC) offers the opportunity to participate in the implementation of energy efficiency measures in homes of low-income customers on Cape Cod and the Islands. This position supports all other staff and operations in providing services to customers. This person must possess a strong work ethic, high level data entry skills, be exceptionally detail oriented, be highly organized, focused, have a drive for accuracy and investigative fact-finding work, ability to work as an integrated team member and a desire for community service. The ideal addition to our team will thrive with complex intellectual and procedural challenges, welcome continuous training and refinement of skills, excel in prioritization and execution of tasks, understand and act on their key role in the workflow of the team.

Midlevel computer skills including working with multiple monitors, knowledge of Microsoft Suite, navigating corporate network and ability to learn proprietary software required.

The Intake Coordinator will be the initial point of contact for our customers and serve as the inception point for customer data integrity for the department. Customer data will primarily originate from both personal and data interactions with Cape Light Compact (CLC). The Intake Coordinator will prove and ensure accuracy of all customer data before inclusion in the weatherization program.

Secondary duties include executing marketing campaigns, routine customer contact (letters, email and phone), scanning and uploading documents, and providing routine office support for other functions within the department.

This is a full time, 35 Hours a week position.

Interested in the above position or have a friend who may be?
Please e-mail responses to jtrott@haconcapecod.org or send letter of interest and resume:

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