

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

Energy Services Assistant Director

Full-Time; Exempt

Location: York County

Purpose:

The Energy Services Assistant Director supports the Department Director by overseeing the day to day management of the programs administered by the Energy Services Department. This position supports the structure, systems and procedures to ensure client centered practices and excellence in service delivery. This position is directly responsible for the supervision of the following staff members: HEAP Manager, Energy Services Coordinator, Rent Relief Manager, and Weatherization Energy Auditors.

Job Responsibilities:

- Provides day to day guidance and leadership to staff implementing a range of energy and housing related programs, with an emphasis on efficiency and quality.
- Oversees hiring, supervision, training, and evaluation of all direct reports.
- Participates in all management team meetings and required training sessions.
- Assists Department Director in drafting work plans, budgets, and reports required by the various funders of Department programs.
- Monitors performance of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
- Assists the Energy Services Director with completing and submitting regular reports to the funding sources, internal and external partners.
- Works actively to advance the mission of the organization and the delivery of integrated services across the organization.

Educational Requirements & Experience:

- Must have a minimum of two years' experience in a management capacity. A Bachelor's degree is desired.
- Human Services program management experience, including program planning, operations, evaluation and use of management information systems strongly preferred. Familiarity of energy and utility related programs, including HEAP, Weatherization, Central Heating Improvement Program, LIAP, Energy Crisis Intervention Program or other similar benefits strongly preferred.
- Must have leadership ability and good interpersonal and communication skills and enjoy working in a collaborative environment.
- Must have knowledge of community resources, and successful experience working in a team setting.
- Must have the ability to work a flexible schedule including some evenings and/or weekends.
- Willingness and ability to travel occasionally in and out of state.
- Must be proficient in use of computers, have a working knowledge of Microsoft Office Suite and able to work with on-line databases/tracking systems
- Must not have an active record on the System for Award Management (SAM) website.

Visit our website at www.yccac.org for an application. Resumes and applications will be accepted until October 22, 2021.

York County Community Action
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Sanford, ME 04073
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(207)324-5762 or 1-800-965-5762
Fax (207)459-2838
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