

# 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 Specialist**

Full Time; Hybrid; 40 hours/week

The Energy Services Specialist completes intake, ensures accuracy and determines eligibility for the Home Energy Assistance Program (HEAP). Must be able to understand and clearly explain program requirements to applicants. Must have excellent math skills, customer service skills and enjoy serving others.

Applicants must have a general knowledge of routine office procedures and equipment including Microsoft Office, Excel, Word and Outlook. Ability to multi-task in a fast paced, team environment.

### **Benefits:**

*Health, dental, vision and basic life insurance; HRA; Income protection; FSA; 403(b); PTO; Paid holidays; Employee Assistance Program; Excellent orientation, training and supervision*

**Only serious applicants/inquires please.**

### **How to Apply:**

- Visit our Career Center at:  
[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1c4bd615-3829-460d-b922-a0167bb29d8c&ccId=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1c4bd615-3829-460d-b922-a0167bb29d8c&ccId=19000101_000001&lang=en_US) to complete an application.
- Please email questions to: [apply@yccac.org](mailto:apply@yccac.org)

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