



Special Projects Coordinator I

KVCAP's Energy & Housing program has a full-time opening for a Special Projects Coordinator based out of the Waterville office. The person in this position is responsible for surveying housing units eligible for housing repairs, estimates and develops work plans for health and safety measures and other related needs as assigned.

Requirements: Five years' work experience in Housing or related field with working knowledge of residential carpentry, energy conservation, weatherization techniques, local and state building codes, heating systems and rehab techniques; experience with project estimating and management in the construction trades; ability to lift and carry 65 lb. blower door. Must be self-motivated and have the ability to work independently and with minimum supervision, possess strong computer skills and ability to work with a wide variety of people. Must have a valid state of Maine Drivers license and be able to travel within Kennebec, Somerset, and Lincoln counties. Ability to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Sex Offender Registry and Fraud background checks.

Starting wage is commensurate with experience. Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, participation in KVCAP's employer sponsored retirement plan, choices of health, dental/vision, life, and disability insurance options. Applications accepted until a suitable candidate is found. Interested applicants should submit a resume with cover letter to:

Human Resources
Kennebec Valley Community Action Program
97 Water Street
Waterville, ME 04901

E-mail – lindas@kvcap.org

Equal Opportunity Employer