



## Operations Manager - Housing

The Operations Manager is responsible for managing the operations of the Housing component in the Energy & Housing Department. These include Home Repair, Homeownership Services (Homeownership Counseling/Education, lending, foreclosure, Pre and Post Education), NeighborWorks, CHIP, Weatherization and other related programs. In addition to supervising staff, this position assists with program compliance, program planning, and participates on several community coalitions and groups.

**Requirements:** Bachelor's Degree and five years' experience in managing Federal and State Energy or Housing related programs. Knowledge of compliance issues and regulations in lending laws; must possess a Lending License Certificate. Must demonstrate strong skills in interpersonal (both written and verbal) communication, documentation, critical thinking, proficient computer skills and awareness of community resources. Must be able to meet agency requirements for background checks. Ability to pass SBI, DMV, DHHS, fraud and Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of paid time off, employer sponsored retirement plan, choices of health, life, dental/vision, and disability insurance options.

Accepting applications until a suitable candidate is found. Interested candidates should submit a letter of interest and a resume/application to:

Human Resources  
Kennebec Valley Community Action Program  
101 Water Street  
Waterville, Maine 04901

E-mail: [lindas@kvcap.org](mailto:lindas@kvcap.org)

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