



## Energy Services Coordinator

KVCAP's Energy & Housing program has a full-time opening for an Energy Services Coordinator in our Waterville office. The person in this position is responsible for coordinating all client and vendor activities relative to Central Heating Improvement, Heat Pump, Above Ground Storage Tank programs and other programs as needed. Responsible for tracking budget, job production and billing of completed jobs.

**Requirements:** High School Diploma or equivalent. Three to four years related office experience. Must be self-motivated and have the ability to work independently and with minimum supervision, possess strong computer skills and have the ability to work with a wide variety of people. Must have a valid state of Maine Driver's license and have use of a vehicle insured to State of Maine requirements to travel within KVCAP's service areas. 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  
101 Water Street  
Waterville, ME 04901

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

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