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, CHIP, Heat Pump, Above Ground Storage Tank, Weatherization and other related programs. In addition to supervising staff, this position assists the Energy & Housing Director and COO with long range planning and the development of workflows and procedures for each program.

Requirements: Bachelor’s Degree and five years’ experience in managing Federal and State Energy or Housing related programs. 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. Proof of COVID 19 vaccination also required.

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

Equal Opportunity Employer