

Big Sandy Area Community Action Program
is seeking qualified candidates for
Weatherization Assistant
for our Allen office.

Responsibilities include:

- * Answering incoming phone calls and explaining Weatherization services
- * Maintaining hard copy and electronic records in accordance with funding agency standards
- * Assist in client application process and collection of required documents to determine eligibility according to program requirements
- * Reviewing all applications submitted for five county service area
- * Contacting and scheduling clients for services
- * Preparing required reports for funding sources and internal distribution
- * Ordering materials and completing purchase orders to ensure timely payment of invoices
- * Working closely with agency personnel in the five-county service area
- * Operating various office machines including computer, copier, fax machine, etc.

Qualifications:

- * Associates degree in business, computer applications, or related field, combinations of education and experience may substitute
- * Previous experience in delivering and managing services for clients
- * Capacity to accurately apply program rules and objectives
- * Ability to maintain sensitive and confidential information
- * Excellent computer, written and oral communication skills
- * Strong planning, organizing, and problem solving abilities
- * Proficiency in managing multiple projects and completing tasks within deadlines
- * Willingness to work a flexible schedule with occasional overnight travel
- * A valid driver's license and access to an automobile

**Qualified applicants may submit resume to : Big Sandy Area Community Action Program,
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.
Closing date for applications is March 29, 2019.**