

## Energy Audit Coordinator

**Reports To:** Repairs Manager

**Work Schedule:** Part Time 25 hours - Monday- Friday hours will vary dependent upon client availability some evening and weekends may be required.

**Work Environment:** Work is balanced between the office and in client's homes conducting energy audits However; it may include events outside of the office during evenings and weekends.

- **General Statement of Duties:** A Energy Audit Coordinator will be responsible for administering the Energy Audit Program. Responsible for completing all requirements of the Home Energy Counseling & Checkup Program (HEC2) to include processing applications, conducting home energy counseling check-ups, data tracking and communicating effectively with program applicants. The auditor is also responsible for recruiting clients for the program

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for completing all requirements of the Energy Audit Program to include processing applications, data tracking, reporting and communicating effectively with program applicants
- Manage inventory of energy efficient products
- Oversee and coordinate installation of energy efficient products in client homes
- Implement, sustain and grow outreach processes to identify, recruit potential program participants.
- Assist in generating and presenting reports utilizing recorded data and statistics
- Conduct community educational sessions on a monthly basis
- Must use courtesy, patience and tact when dealing with clients from diverse socio-economic backgrounds
- Conduct a minimum of 5 energy audits a week

### Required Knowledge and Skills:

- High School Diploma or GED
- Well-developed administrative skills, including time management, interpersonal communications, attention to detail, and organization skills
- Advanced knowledge of Windows operating systems. Strong working knowledge of Word, Excel, PowerPoint, Outlook, Canva and Survey Monkey
- Effective communication skills, both written and oral
- Demonstrate strong writing and public speaking skills.



**Habitat**  
for Humanity®  
of New Castle County

1920 hutton st  
wilmington, de 19802

- Time management, problem solving and strong analytical and multi-tasking skills.
- Must have dependable transportation, valid driver's license and have a clean driving record.
- Ability to work well with people from diverse backgrounds with varying degrees of experience. Must be able to stand for long periods of time and lift 25-50 pounds when necessary.
- Ability to handle multiple projects simultaneously.
- Self-motivated & confident with ability to work with minimum supervision.
- Bi-lingual in English and Spanish preferred but not required.
- Recruit potential clients via phone and email to schedule appointments
- Answer calls and emails from clients

This position is 25 hours a week with the potential to grow into a fulltime position. The Energy Auditor is expected to work 5 hours a day and will need to be in the office when not conducting audits.