



**Employment Opportunity**  
**Helping People. Changing Lives**

**Job Title:** Energy Conservation Program Director  
**Reports To:** COI Executive Director  
**Designation:** Full time (40 hours per week) /Full-Year  
**Location:** 2 Rock Street, Philmont, NY

**General description:** Lead a team of trained energy professionals in the provision of high quality, comprehensive energy conservation programs and services. Must be mission driven while planning, organizing and implementing program activities in coordination with agency objectives.

**Minimum Qualifications & Experience:**

- An Associate or higher degree in business management, construction management, other related field. Will consider substituting 3 years of experience in housing, construction management, property management, community development or related field for each required year of education, AND
- Three years of experience in weatherization, housing repair or other related field.

**Essential Knowledge, Skills & Abilities:**

- Team leadership, management strategies and techniques
- Project management methods and techniques
- Understand budgets, financial reports, work programs, and funding contracts
- Understand the problems and needs of individuals and families with limited income
- Communicate effectively with people from various social and economic backgrounds
- Able to retain Community Action vision, values and ethics in all circumstances
- Work well under pressure, independently as well as an effective team member
- Present ideas effectively to individuals and groups
- Use personal computers, spreadsheet, word processing, database and other computer based programs
- Read, comprehend and follow written program policies, procedures, regulations and specifications including health and safety standards
- Excellent communication skills – both verbal and written

**Licenses/Certifications Required:**

- Certifications in the following areas are desirable: BPI certified as a Building Analyst, Auditor or Quality Control Inspector
- Valid NYS Driver's license - employment is contingent on the applicant's ability to be covered under COI's automobile insurance policy

***Excellent benefits for full-time employees including: Professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% employer paid life insurance; 401(k) plan; up to 12 paid holidays, generous annual, sick and personal leave benefits; Employee Assistance Program.***

**Submit cover letter and resume to:**

Gail Paone, Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534  
[humanresources@columbiaopportunities.org](mailto:humanresources@columbiaopportunities.org)

***COI is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic characteristics, marital status, military service/leave, or arrest/conviction record consistent with applicable federal, state, or local laws.***