



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: Provide leadership and support to a team of trained energy professionals for the provision of high quality, comprehensive energy conservation programs and services in Columbia County, NY. 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
- Must have experience in weatherization, housing repair or other related field.

Essential Knowledge, Skills & Abilities:

- Compassion for individuals and families with limited income
- Demonstrate effective team leadership, management strategies and techniques
- Develop and understand budgets, financial reports, work programs, and funding contracts
- Excellent communication skills – both verbal and written
- Project management methods and techniques
- Read, comprehend and follow written program policies, procedures, regulations and specifications including health and safety standards
- Use personal computers, spreadsheet, word processing, database and other computer based programs
- Work well under pressure, independently as well as an effective team member

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

COI provides a competitive wage and 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; and Employee Assistance Program.

Submit cover letter and resume to:

Gail Paone, Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534
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.