



## NC Community Action Association Housing and Energy Programs Specialist

The North Carolina Community Action Association (NCCAA) has been an advocate for low-income North Carolinians for nearly 60 years. With a statewide reach serving all one hundred North Carolina counties from Manteo to Murphy, and one that incorporates the collective voice of thirty-four community action agencies (CAAs), we are a valued and trusted resource for vulnerable populations in both rural and urban communities.

For over forty years, the NCCAA has worked in collaboration with weatherization assistance program providers to ensure the delivery of energy efficiency measures and compassionate care for low-wealth families.

NCCAA currently administers the following programs/initiatives: the Duke Energy-sponsored Helping Home Fund (HHF) and The Duke Energy Carolinas Weatherization (DECWX) Program, the Blue Cross Blue Shield-sponsored Healthy Homes Initiative (HHI), the NEW Reentry Program, The Big Pop Up™, the NC Poverty Simulation Experience, university sealed and NCCAA program certifications in Head Start, Case Management and Board Development training.

### Housing and Energy Programs Specialist

#### Responsibilities:

- Assists the Director of Housing and Energy Programs with monitoring the administration of private, state, and federal grants and funds.
- Supports management with grant research, proposal development as needed and other grant writing tasks.
- Daily use of databases and systems including Captures, Healthy Home Initiative, and the NCCAA Major Home Repair systems, Word, Excel, Adobe, and software tools as needed.
- Maintains and updates data tracking spreadsheets for energy and housing-related funds/activities, current funding codes, grantee contacts, and other tracking documents as required.
- Gathers financial documents and other funding-related documents for the Director of Housing and Energy Programs and other project officers as needed.
- Collects weekly work plan information and summarizes information for leadership.
- Attends and creates meeting agendas, documents, and distributes meeting notes as directed.
- Manages client inquiries for NCCAA energy and housing-related programs/initiatives.
- Identifies, supports and assigns apprentices to help expand housing and energy efforts.
- Leverages existing partnerships and builds new relationships with local agencies, non-profit organizations, state government agencies and community-stakeholders.
- Works directly with families to gather program-related information and customer satisfaction survey responses.

- Assists with the planning, development, writing, design, and implementation of newsletters, success stories, short films, program forms, and other program-related collateral.
- Assists with special awareness campaigns, marketing, advertising campaigns that promote NCCAA's housing and energy-related programs and services.

**Required:**

- Bachelor's Degree in relevant field Business Administration, Social Work, Public Administration or Related field.
- Three (3) years of progressive experience and leadership in energy efficiency, housing, development, residential services, project management or related field.
- Strong attention to detail.
- Highly proficient in Microsoft Office, including Word, Excel, PowerPoint.
- Excellent communication skills – verbal and written.
- Self-starter, an ability to work both independently and as part of a highly dynamic collaborative team.
- Ability to balance a high workload with multiple projects and tasks.

**Preferred Experience:**

- Experience working within EERE Programs.
- Experience in grant management.
- Knowledge/experience using technology and program databases.

**Job Location:** Raleigh, NC

**Salary:** Based on experience

**How to apply:**

Qualified applicants should send their cover letter and resume to [info@nccaa.net](mailto:info@nccaa.net). Please include Housing and Energy Program Specialist in your email subject line. Resumes will be accepted through Wednesday, April 20, 2022, and will be reviewed as received. No phone calls please. EOE