

# Albemarle Commission

512 South Church St.  
Hertford, NC 27944  
252-426-5753  
[www.albemarlecommission.org](http://www.albemarlecommission.org)



## **Job Title:**

Community Development Program Manager – Weatherization Assistance Program (WAP)  
Albemarle Commission, Hertford, NC

## **Description of Work:**

The Community Development Program Manager (WAP) performs grant and project administration for the BIL Weatherization Assistance Program in the Region 1's 17-County Region. This position works under the supervision of the Community Development Program Director and plays an important role in service coordination and compliance of the BIL WAP Program. This is a grant-funded, time-limited position with an expected duration of three years.

## **Specific responsibilities include:**

- Provides oversight to the BIL WAP program to ensure compliance with state and federal regulations and various grant requirements.
- Responds to inquiries about weatherization services.
- Reviews applications to ensure complete submission of required program documentation and approve program participants.
- Coordinate with local agencies and contractors to ensure timely service delivery.
- Track program performance metrics, including units weatherized, energy savings, and health & safety outcomes.
- Review and approve health & safety expenditures under BIL guidelines.
- Support workforce development initiatives, training, and credentialing (BPI, QCI, HVAC licensing).
- Assist in preparing quarterly and annual NC DEQ and DOE reporting.
- Address participant concerns, program compliance issues, and contractor quality performance.

## **Education and Experience:**

A Bachelor's degree in Energy, Environmental Studies, Construction/ Program Management, Community Development or related field is preferred. Must obtain BPI Energy Auditor Certification within 6-9 months of employment. 3-5 Years' experience managing energy efficiency, housing or weatherization program preferred. A combination of education and experience may be considered.

The candidate must have strong organizational skills and possess the ability to communicate effectively and effectively with individuals inside and outside of the organization. Proficiency in Microsoft Office Suite is required. Employee must demonstrate the ability to follow directions, attention to detail and work independently.

## **Salary:**

This position is a salary grade 23. The hiring range for this position is \$52,559.00-\$55,127.00.

*The Albemarle Commission is an Equal Opportunity Employer.*

*Updated: October 2024*

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## **Benefits:**

The Albemarle Commission offers a generous benefits package to our fulltime employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; employer paid health, dental, vision, and short/ long term disability, life insurance; longevity pay after 5 years of service.

## **To Apply:**

Email, mail, or drop off cover letter, resume, NC PD107 application, & 3 professional references to:

Amber Morse  
Albemarle Commission  
512 South Church Street Hertford, NC 27944