

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title:

Community Development Program Specialist- Weatherization Assistance Program (WAP)
Albemarle Commission, Hertford, NC

Description of Work:

The Community Development Program Specialist (WAP) performs administrative and support tasks as it relates to the daily operations and compliance of the BIL Weatherization Assistance Program. This position works under the supervision of the Community Development Program Manager (WAP) and plays an important role in service coordination and compliance of the WAP. This is a grant-funded, time-limited position with an expected duration of three years.

Specific responsibilities include:

- Responds to inquiries related to available weatherization services; explains eligibility requirements and procedures to apply for services; assist homeowner with application process and/or offers referrals to other community agencies, as needed.
- Determines eligibility for services by interviewing, verifying information, and gathering data from perspective applicants.
- Creates, maintains and updates client files with required documentation.
- Creates new reservations and entering client information into databases or client tracking software; maintain databases and Cost Tracking spreadsheet.
- Creates and tracks purchase orders, invoices and requisitions.
- Assist the Weatherization Assistance Program Manager in preparing grant application documents for weatherization assistance in quarterly/ annual reporting to meet project deadlines.
- Assist the Weatherization Assistance Program Manager in preparing for audit reviews.
- Maintains Subcontractor files to include required documentation for compliance.
- Prepares and disseminates correspondences to include public announcements, letters, flyers, etc.
- Other duties as assigned.

Education and Experience:

An Associate's degree in Human Services or related field is 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 18. The hiring salary for this position is \$41,439.00-\$ 43,451.00.

The Albemarle Commission is an Equal Opportunity Employer.
Updated: October 2024

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



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