**Lead Program Coordinator**

**ABOUT US:** (Enter your organization information here)

**WHAT IT’S LIKE TO WORK FOR** (Enter your organizations name):

**POSITION OVERVIEW:** The Lead Program Coordinator supports the successful delivery of the (Enter your organizations name) lead and healthy homes services through assistance with outreach activities, coordination of home visits, verification of customer qualification documents, entry of lead measures in required State database, and submitting invoices to state/federal/local funding sources. This position will work closely with [organization leadership], lead program assistant, Lead Construction Managers and other staff engaged in weatherization and lead services. This position interfaces with a variety of organizational personnel, customers, community-based organizations and the general public.

**WHO WILL BE SUCCESSFUL: The** people who thrive on our team are passionate, visionary, curious, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. They are also results-driven, detail-oriented, and responsible.

**RESPONSIBILITIES:**

* Coordinate intake and final verification of documents for weatherization and lead programs
* Coordinate customer folders moving from intake status to lead remediation or abatement work
* Coordinate with Lead Construction Managers upon completion of units and prepare for invoicing.
* Manage lead evaluation and clearance invoices for payment
* Document lead measures of completed units in State database (HESWAP)
* Prepare and submit invoices & FSRs in State databases (HESWAP and SAGE)
* Communicate with customers, vendors, community-based agencies and others as needed
* Assist in the preparation of regularly scheduled reports
* Assist with outreach activities
* Handle sensitive information in a confidential manner

**QUALIFICATIONS:**

**Required Knowledge, Skills and Experience**

* BA and/or 2 years of equivalent work experience in lead/healthy homes fields or other program management.
* Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
* Experience with online data collection systems and ability to enter data accurately
* Ability to learn new software quickly and effectively; experience with Salesforce preferred
* Knowledge of State lead and energy efficiency programs
* Attention to detail
* Outstanding verbal and written communication skills
* Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
* A flexible schedule

**Preferred, But Not Required**

* Spanish language proficiency
* Experience with HESWAP and SAGE systems

**Ambition and Vision** - ability to take initiative, be proactive, and come up with your own list of projects and priorities; a wide degree of creativity and latitude; self-motivated

**Personality and Eloquence** - Strong written and verbal communication skills; ability to represent (Enter your organizations name) in a professional and personable manner and build relationships with a wide-range of people; ability to use both “head and heart” methods of persuasion

**Mission-Related Knowledge** - Passion for (Enter your organizations name) mission, especially related to environmental health

**Positive Workstyle** - Ability to work with a positive and professional attitude; ability to work well with diverse personalities, in a team or individually; excellent organizational skills, and a high level of attention to detail

**Position Details:** (May change based on your organization) Non-exempt, 40 hour/week position, Flexible schedule. Salary range: $55,000-$65,000

**Please send cover letter and resume to** (Enter your organizations email) **Your application materials should demonstrate why you’re a good fit for this position and what *specific* skills, experience, talents, and interest you’ll bring to the table.**