



Human Resources

Oakland Livingston Human Service Agency
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Sustainable Energy Technical Coordinator

Division: Energy Services
Department: Weatherization
Supervisor: Associate Director for Weatherization

Job Mission:

Assist the Associate Director for Weatherization with coordinating and pursuing available Sustainable Energy Techniques and resources.

Qualifications

1. Assist in the implementation, development, and reporting for all sustainable energy projects.
2. Coordinate Sustainable Energy projects and ensure agency and programmatic compliance.
3. Effectively communicate technical concepts of Sustainable / Renewable Energy.
4. Assist with Sustainable Energy Budget.
5. Carry out all other duties assigned.

Essential Duties

1. High School Diploma and GED required.
2. Minimum two (2) years experience in Sustainable / Renewable Energy Technology or related field.
3. Minimum five (5) years experience operating computer programs in a Windows environment: word processing, database, spreadsheet applications and Internet
4. Minimum five (5) years experience giving verbal and written presentation.
5. Must have a valid Michigan Driver's License.

Hours & Wage

\$652.00 per week (minimum)
40 hours per week, 52 weeks per year

Location

Pontiac, MI

Deadline to Apply