



Energy & Environmental Health Program Coordinator

ABOUT US: Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

WHAT IT'S LIKE TO WORK FOR ISLES: Isles strives to provide impactful programs, while maintaining a healthy work-life balance and a positive, team-oriented atmosphere. Our team consists 100 employees, plus a corps of volunteers and an engaged Board of Directors.

POSITION OVERVIEW: The Energy and Environmental Health Program Coordinator supports the successful delivery of the Isles 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 submission of invoices to state/federal/local funding sources. This position will work closely with the Energy and Environmental Health Services Manager, Lead & Healthy Homes Evaluators / Case Managers, 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 of 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, energy or healthy homes fields
- ❖ 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
- ❖ 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 Isles 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 Isles’ 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: Exempt, 40 hour/week position, flexible schedule. Salary range: \$58,000-\$62,000

Please send cover letter and resume to hr@isles.org. 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.