

## Homeowner Outreach Coordinator

### Overview

Energize NY is seeking a qualified candidate to work within our Residential Program (ENYR) to support, promote, and grow the Energize NY home energy efficiency program. The Homeowner Outreach Coordinator will be responsible for managing ENYR's homeowner relations, via phone and email, for about 5-10 hours a week.

### Company Info

Energize NY is a community-based non-profit local development corporation. Our core mission is to provide energy efficiency and renewable energy benefits to New York property owners that help them save money and reduce energy waste in their buildings. Energize NY provides direct support, tools and Commercial PACE (Property Assessed Clean Energy) financing to help building owners access existing New York State Energy Research and Development Authority (NYSERDA) energy efficiency and renewable energy programs. Energize NY is located in Northern Westchester and collaborates with municipalities, conservation advisory boards, local leaders and community members.

### Role of the Homeowner Outreach Coordinator

Working closely with the Director of the ENYR Program, the Homeowner Outreach Coordinator will take a lead role in communicating program updates, notices and customized messaging to homeowners as they move through the Home Performance with Energy Star Program. The Homeowner Outreach Coordinator will be responsible for managing and responding to all incoming and outgoing phone calls, as well as logging all information into Salesforce. *This position is perfect for someone looking to work part-time in Westchester County.*

### Personal Skills/Attributes:

- Friendly, positive and personable.
- An excellent communicator, both orally and in writing.
- A self-starter with a high energy level and a strong work ethic.
- A person of sound judgment and vision who is innovative and strategic in his/her thinking.

### Qualifications:

- Must be organized and able to track and analyze data and information.
- Must be computer literate and familiar with data management tools and web-based communication.
- Must be committed to protecting the environment.

Duration and Hours of Position:

- The position will be 5-10 hours a week.
- The hours required for this position are flexible and can be set around the employee's schedule.
- Individuals seeking a 6-12-month commitment are encouraged to apply.

Salary:

- Salary is competitive for the area and commensurate with skills and professional experience.

To Apply:

Interested parties should submit the following by email attachment to [lauren@energizeny.org](mailto:lauren@energizeny.org)

Please Include:

- Cover letter describing your interest in the position
- Resume
- Two references with contact information and a description of relationship
- Three examples of your finest work

Location

2051 Baldwin Road, Suite 107, Yorktown Heights NY 10598

Visit Energize NY online: [energizeny.org](http://energizeny.org) or call 914-302-7300