



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

AFFORDABLE ASSISTANCE PROGRAM MANAGER

Division: Community & Energy Services
Department: Affordable Assistance
Supervisor: Assistant Director of Affordable Assistance

Qualifications:

1. BA/BS degree preferred. Two (2) years construction trade experience.
2. Minimum three (3) years experience in administration, supervision, knowledge of computer applications, and related software desirable.
3. Must demonstrate good written and verbal communication skills.
4. Must be able to meet the physical demands of the job.
5. Sales experience preferred.
6. Licenses Required: valid Michigan Driver's License and reliable transportation.

Job Mission: To schedule, coordinate, and oversee activities of the Affordable Assistance program. Assist the Community and Energy Services Division to become self-sufficient by generating revenues to support our social enterprise.

Performance Standards:

1. Oversee and manage the bidding process from start to finish while maintaining compliance with all Michigan codes.
2. Develop innovative sales strategies and techniques to achieve set goals.
3. Train program staff in new technical processes and procedures.
4. Engage community contacts and local businesses to generate interest and advancement of the social enterprise.
5. Carries out all other duties as directed by their supervisor.

Hours & Wage

\$16.80 per hour (minimum)

40 hours per week, 52 weeks per year

Location

Pontiac