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

Program Coordinator II - CES

Division: **Community and Energy Services**
Department: **Weatherization Assistance Program**
Supervisor: **Assistant Director - WAP**
FLSA Status: **Exempt- Administrative**

Qualifications:

1. Associate's Degree in health/human services or related field, or 3 years of experience coordinating and/or service delivering of weatherization or energy reduction services to at-risk individuals. Bachelor's degree preferred.
2. Two (2) years of experience in human services required.
3. One (1) year of experience with program coordination, weatherization, energy reduction and/or contractor/client coordination preferred.
4. Two (2) years of experience with Microsoft excel spreadsheets and in Microsoft office applications required; knowledge of Office 365 preferred.
5. Bilingual in English and Spanish preferred.
6. Valid Michigan driver's license, state ID or governmental ID and access to reliable transportation to be used for job related travel are required.

Job Mission:
Coordinate assigned Weatherization Assistance Program services to maximize production and provide seamless progression of weatherization tasks to maximize successful job completion.

Performance Standards:

1. Coordinate and monitor daily weatherization job production through closeout while exercising discretion and good independent judgment on resolving problems and coming up with creative solutions to new and old problems.
2. Create, route, correct and reconcile weatherization invoices and rebates for payment reimbursement.
3. Collaborate with shell contractors and clients to build relationships, increase production and ensure both client and contractor satisfaction.
4. Monitor and assess data within various WAP electronic platforms to track jobs, track client/contractor communication, run reports and document job progress.
5. Assist with multiple program monitoring, contracted service procurement and contract renewal process.
6. Manage pool of volunteers/interns and/or temporary employees to provide coverage of WAP voicemail folder, schedule energy audit/walk through appointments, and WAP phone system. Program Coordinator II shall have hiring, firing and disciplining responsibilities in concert with the Assistant Director-WAP.
7. Carry out all other duties as assigned by supervisor

Hours & Wage & Location
$21.70 per hour
40 hours per week; 52 weeks per year
Location: Pontiac

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LHSA
A Community Action Agency

Job Title:	Program Coordinator II - CES

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	**Comments**
Sit	5	writing, working at desk, attending meetings
Stand	1	speaking at meetings or events
Walk	1	interacting w/staff & contractors, walking to different rooms of building
Bend/Stoop	1	picking up materials for meetings and office supplies

Movements	**Yes/No**	**Comments**
Crawl	No	
Reach above	Yes	reaching for files, books, binders, & supplies
Crouch	Yes	reaching files in low cabinets
Balancing	No	
Squat	No	
Climb	Yes	stairs
Shoulder level	Yes	reaching for files, books, binders & supplies
Kneel	Yes	to reach files, books, binders, & supplies
Pushing	Yes	pushing carts with supplies

	Pounds	**Comments**
Weight Carried	**11-25 lbs**	files, books, supplies

	Pounds	**Comments**
Weight Lifted	**11-25 lbs**	files, books, supplies

Date: Oct 8, 2026