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*Community Action Partnership of Lancaster and Saunders Counties is a private,*

*not-for-profit organization with the belief that extraordinary employees have the power to*

*positively transform lives and communities. We value people who are passionate, ethical,*

*and dedicated to empowering those living in poverty to reach economic stability.*

**Weatherization Specialist**

Community Action’s Weatherization program is seeking candidates for a Weatherization Specialist. This position will be responsible for all initial and ongoing client contact, and will assist in the marketing for, and the recruitment of clients and contractors for the Weatherization program.

Primary duties will include:

* Pre-screening clients, conducting intake process, reviewing applications, calculating eligibility and priority, and sending acceptance/denial letters.
* Communicating with clients and property owners about program expectations, concerns, and complaints.
* Assisting with program marketing including client and contractor recruiting.
* Auditing files to ensure each includes required forms, authorizations, and signatures.
* Scheduling with clients and appropriate staff.

High School Diploma or GED required. Three to five years’ experience with and knowledge of the building trade preferred. Valid Nebraska Driver’s License and good driving record required.

You will find complete job listing and details at the following websites:

*Communityactionatwork.org*

*Careerlink.com*

*Neworks.nebraska.gov*

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.