



THE POWER OF CHANGE

# Program Manager

## Weatherization & Energy Services

Department of Technology and Energy Services  
333 Sheridan Ave, Albany, NY

### **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

### **RESPONSIBILITIES:**

This is a management level position reporting to the Director Technology and Energy Services, and supervises two Energy Auditors and Crew Members providing weatherization services. The manager may be required to work on jobs in the field to model specific tasks that need to be completed and to monitor job performance.

The Program Manager will be responsible for identifying, scheduling and coordinating jobs to meet production needs, costs and timelines. They will monitor job costs and ensure that program quality and compliance standards are met. They are responsible for inventory purchasing, tracking and control and will regularly reconcile inventory.

They will work with the department's program support specialist on completing outreach around multi-unit buildings and is considered the primary liaison with landlords and property management firms. They will be responsible for compliance with program performance standards and regulations, including the maintenance of all reporting systems and databases necessary to meet the requirements of outside regulators.

### **QUALIFICATIONS:**

A BPI Certificate or related construction management or energy services certificates are highly desired. Bachelor's Degree in a related department technical field is required. Also a minimum of four (4) years' experience working in the field of Human Services or Construction Management of which at least two (2) years include management experience. An Associate's degree in a related field AND six (6) years' experience working in the field of Human Services or Construction Management may be accepted in lieu of a Bachelor's degree. Possession of a valid driver license is required. Previous experience in working in a non-profit or construction management environment is a plus.

### **BENEFITS:**

Health, Dental, and Vision Insurance; Vacation, Sick, and Personal Leave; Paid Holidays, Educational Assistance; 403(b) Plan

### **CLASSIFICATION / HOURS:**

40 hours per week; starting \$21.90 (approx. \$45,500 annually) with the potential for increase based on performance.

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### **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

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