

**COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES INC.**

POSITION VACANCY

DATE: September 15, 2023

JOB TITLE: Weatherization Coordinator

CLOSING DATE: Continuous

BEGINNING SALARY: Negotiable

QUALIFICATION STATEMENT

THE APPLICANT MUST POSSESS:

Should have a college degree in Industrial Arts, Vocational Trade & Industrial Education or building maintenance. Experience may be substituted for degree if scope and depth is determined adequate

Must possess and be able to demonstrate the skills surrounding general carpenter duties and uses a variety of hand and power tools

Solicit applications, determine eligibility and establish a priority list

Publicize and recruit licensed contractors /vendors and make selection from applicants.

Provide necessary paperwork for contractors to submit sealed bids on each home

Maintain complete files on each client and is responsible for completion of all forms contained in files

Must demonstrate strong written, verbal, analytical and interpersonal skills

Ability to relate well to people from a variety of racial, ethnic, cultural, and socioeconomic backgrounds

Must possess a valid Driver's License

A complete Position Description may be picked up at the CAPHMLC office 3516 Stringfield Road, Huntsville, AL 35810 or website: www.caa-htsval.org or contact rgoodridge@caa-htsval.org

APPLICATIONS ARE ACCEPTED ONLY. NO PHONE CALLS PLEASE.

"An Equal Opportunity Employer"

