Job Posting

July 13, 2021

To: Isanti, Kanabec and Pine Scotsman & Advertiser, Moose Lake Star Gazette, Kanabec County Times, Bargain Hunter, Aitkin Independent Age, Mille Lacs Messenger

From: Robert Benes
   Executive Director
   
   Michael Spilman
   Energy Assistance Director
   Energy-Housing Department

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Energy Programs Associate

Paid vacation and sick leave, retirement and health care benefit packages!

The Energy Programs Associate’s primary responsibility will be to:

- Gather consumption for connected utilities and bulk fuel.
- Overseeing, making payments, maintaining and tracking records in Crisis and Energy Related Repair programs.
- Working with contractors/vendors to coordinate delivery of services.
- Outreach activities/actively refer households to other programs.
- Respond to after hour emergency calls relative to heat related emergencies.
- Must be able to work with diverse and low income populations.

Individuals interested submit applications by 4:00 p.m., August 9th, 2021. No resumes accepted. Must have a high school diploma or the equivalent. Minimum Salary: $16.14/Hr. Monday thru Friday full time. For more information, an application, or special accommodations, call Lakes & Pines (320) 679-1800, or visit our website at www.lakesandpines.org. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Lakes and Pines is an Equal Opportunity Employer.

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Please send an invoice marked ATTENTION: Diana, Energy-Housing Department, along with a copy of the printed ad, to Lakes and Pines at the address listed below. If you should have any questions, please call 320-679-1800, Ext. #122.

Bill to: Energy/Housing Department
   Lakes and Pines CAC, Inc.
   1700 Maple Avenue East
   Mora MN 55051

Please attach a tear sheet when billing for the ad.

Thank you.