July 13, 2021

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

From: Bob Benes

Subject: Please release the following classified ad (using your most reasonable rate) for 2 weeks

Energy Program Operations Assistant (1 Position)

Paid vacation and sick leave, retirement and health care benefit packages!
The Energy Assistance Program Operations Assistant’s primary responsibility will be to assist the Energy Program Director with all tasks related to the Energy Assistance Program. Position responsibilities include:

- Proficiency in working with contractors/vendors and coordinating delivery of the Energy Related Repair and Crisis components
- Assist in the coordination of program and project resources to maximize service to eligible applicants
- Respond to after hour emergency calls relative to heat related emergencies on a rotating schedule.
- Assist in interviewing, training, and evaluation of program staff at the request of Director.
- Answer consumer questions regarding designated programs.
- Must be able to work with diverse and low income populations.

Interested individuals must submit an Agency’s Employment Application by 4:00 p.m., August 9th, 2021 for consideration. No resumes accepted. Minimum Salary $16.59/Hr. Full Time, Year Round, 40 hours/week with benefit package.

For more information, an Agency application, or special accommodations, call Lakes & Pines (320) 679-1800, or visit our website at www.lakesandpines.org. Lakes and Pines is an equal opportunity employer. Women, minorities, veterans and individuals with disabilities are encouraged to apply.

NOTE: Tax exempt number: 23267
Please email ad proofs, tear sheets and invoices to: Diana.Devery@lakesandpines.org or Mail to: Diana Devery at the billing address below.
If you have any questions, please call Diana at 1-320-679-1800, 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.