



Title: **ENERGY CONSERVATION - OFFICE HELPER**
Reports To: Energy Conservation - Program Manager
Type: Volunteer Position (Internship Available)
Duration: Fall term, Spring term and/or Summer; ongoing

Position Summary:

Assist in our office to aid low income families who have energy bills that are increasingly consuming a larger portion of their household income. To help families reduce their energy consumption and bills, Community Action's Energy Conservation Program works to weatherize their homes, and provides energy education regarding the use of energy in their home.

Benefits of Volunteering:

Learn about an office setting while gaining professional skills. Knowledge that you are helping families thrive!

Essential Functions:

Duties & Responsibilities:

- Lead/assist with a variety of Energy Conservation related projects in the office
- Aid with sorting, scanning and filing documents; data entry and other office tasks
- Assist with cost estimation of energy conservation projects, if needed
- Create charts and documents using Excel, must have computer proficiency
- Conduct inquiry "cold calls" to Energy Assistance clients to ask if they would like to request a no-cost Energy Audit, which may lead to no-cost Energy Conservation weatherization services
- Prepare information packets for new clients
- Assist with inventory and other tasks as needed
- Turn in a timesheet monthly
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- Possess or be pursuing a Certification, Associate's or Bachelor's degree in office administration desired
- High school diploma/GED/equivalent required
- Experience estimating the cost of home repair projects is desired

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Strong customer service skills
- Computer proficiency, including Microsoft Office products (Access, Word, Excel, Outlook) is required. Ability to accurately type at least 20 words per minute
- Filing and computer skills or ability to learn; interest in administrative functions
- Able to work independently after task described, and ask for help when needed
- Flexibility to assist in a busy department and dynamic environment/work space

- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

Physical Requirements:

Normal office exertion required.

Mental Requirements:

This position requires the ability to prioritize and manage multiple tasks.

Environmental Requirements:

Normal office environment

Time Commitment:

All volunteers must be able to commit 2+ hours for at least 2 times per month for at least three months, semester or summer-term. Office hours are from 8:00am-4:30pm Monday – Friday, scheduled with the supervisor. Available for Fall term, Spring term and/or Summer; ongoing - unless the position has been filled.

Location:

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

Advance Registration for College Students:

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.capr.org/take-action/volunteer and email/scan resume & references to volunteers@caprw.org

Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people’s lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.capr.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.