Climate Corp Fellow—Program Coordinator Fellowship within Green & Healthy Homes Initiative Marin County

Wages Paid by Stipend at $3000 per month
Fellowship Opportunity (12 month temporary hire)
Apply with Climate Corps as soon as possible—applications are accepted on a rolling basis

Calling all energy enthusiasts dedicated to making a difference!
The intersection of energy efficiency and health has never been so important! Green & Healthy Homes Initiative (GHHI) is a national change maker at the forefront, creating collaborative impact models to save energy and improve homes. GHHI Marin County is the first GHHI site in California and looking for an innovative, self-motivated Fellow to help launch its program.

About GHHI Marin:
The Green & Healthy Homes Initiative Marin (GHHI Marin) is a new network of local providers working to make housing healthier, more accessible, and energy-smart. By coordinating efforts, we make it easier for income eligible Marin residents to receive information, incentives and the necessary services to improve their housing and quality of life. Marin County has adapted the Green & Healthy Homes Initiative (GHHI) model of aligning, braiding, and coordinating funding and services to the unique operating environment and demographics of Marin.

The Green & Healthy Homes Initiative is a national non-profit dedicated to breaking the link between unhealthy housing and unhealthy families. Formerly known as the Coalition to End Childhood Lead Poisoning, GHHI replaces stand-alone housing intervention programs with an integrated, whole-house approach that produces sustainable, green, healthy and safe homes. As a result, GHHI is improving health, economic, and social outcomes for families across the country.

About Climate Corps Bay Area:
Climate Corps is a fellowship program that provides incredible professional development opportunities for emerging climate protection leaders through implementation of climate change resiliency projects with local governments, non-profits and for-profit businesses. Climate Corps Fellows receive unparalleled experiential learning opportunities through placements with regional climate protection leaders, see first-hand how to address climate change by implementing assessment, education, and mitigation projects that have measurable benefits, and build critical real-world project management skills as they measure, track, and report outcomes to community partners. Fellows participate in a comprehensive training program that gives an overview of climate change issues, strategies for tackling climate change and approaches to building community resiliency in California.
About the position:
Your job will be to coordinate the day-to-day operations of GHHI Marin’s service pipeline. You’ll be the right hand go-to for its service partners and single-point of contact for all clients, while being an integral voice in shaping and growing the program. You’ll work directly with representatives from each of GHHI Marin’s partner agencies; learning how each program operates individually and implementing process improvements to grow the collaborative model. GHHI Marin’s service network includes:

- MCE Clean Energy
- Marin Center for Independent Living
- Marin County Community Development Agency-Sustainability
- Community Action Marin
- Community Energy Services Corporation
- Marin Housing Authority

Essential Duties and Responsibilities:

- Program administration
  - Form management and tracking
  - Process improvement and procedure development
- Support and coordination of GHHI services and service partners
  - Managing service schedules for partners and clients
  - Build out partner and service network
- Project management/coordination
  - Prioritize service projects and assist in determining client enrollment
  - Schedule partner participation, home assessments and contractor services
  - Conduct client enrollment surveys, and pre and post client assessments
- Administer GHHI Marin Service Funds
  - Assist in determining the use of funds
  - Maintain all service metrics, rebates, and track savings
- Data entry and database management
  - Maintain confidential customer information using various software tools while communicating between partners
  - Manage partners service data

The learning opportunities associated with this position are:

- Program Administration
- Project Management
- Customer Service
- Partnership Development
- Data Tracking and Analysis

Minimum Qualifications:
Education and experience equal to graduation from college. Must be 18 years of age and possess a valid California driver’s license or an ability to travel to partner agencies within Marin County. Experience in project management, customer service, or program coordination is preferred.

Ability to:
• Lead coordination efforts for multiple projects
• Interact positively with diverse groups of people
• Take responsibility and work independently
• Establish and maintain effective working relationships with persons encountered during the performance of duties
• Learn about GHHI Marin and its partner agencies’ operations, qualifications, and community and customer services
• Demonstrate highest level of accountability, integrity, judgment, and confidentiality

Knowledge of:
• Microsoft Office Suite (Excel, Word, Outlook)
• Efforts to Outcomes or another CRM tool
• Weatherization/Energy Efficiency
• Public Health

If you are a highly motivated, detail oriented and well-organized leader with excellent project management and customer service skills, please apply online with Climate Corps at http://www.climate-corps.org/. Please fill out an application by clicking the black “Apply Now!” button on the homepage.