



POSITION ANNOUNCEMENT

Program Coordinator

Deadline for Application: March 9, 2018

Cooperative Educational Services Agency 10 (CESA 10) is looking for two Program Coordinators for the Agriculture, Schools and Government program of Focus on Energy – one in Madison and one in Chippewa Falls. The Program Coordinator position is responsible for ensuring complete incentive applications are submitted to the Agriculture, School & Government program of Focus on Energy.

This position requires an organized, flexible, self-directed person willing to learn various facets of the Agriculture, Schools & Government energy efficiency industry. This individual will assist the Focus on Energy Advisors to complete applications and work with customers and trade allies directly to retrieve information and explain incentive offerings.

Qualifications: The ideal candidate will be highly proficient in the MS Office suite and time management. Must be able to manage multiple priorities, adapt to various leadership styles, and have exceptional communication skills. Must provide reliable transportation with occasional evening and overnight travel required.

Performance Responsibilities:

1. Develop and complete all incentive and energy conservation tracking paperwork as needed for Focus on Energy
2. Work directly with customers and contractors to acquire information required for incentive processing
3. Work in Customer Relationship Management system to track activities and process incentives
4. Verify qualifying products from various industry lists
5. Provide necessary support to program manager, advisors and other staff
6. Other duties as assigned

These are full time, salaried positions. Pay will commensurate with experience. An excellent benefit package will be provided including health/dental/life/disability insurance, sick leave/vacation leave/personal leave, Wisconsin State Retirement, etc. Interested applicants should send a cover letter, resume, and salary history to lmcmahon@cesa10.k12.wi.us or:

**Human Resources
725 W Park Ave, Chippewa Falls, WI 54729**

Deadline for applications will be March 9, 2018.

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.