



Position Description Weatherization Administrative Staff

Title: Weatherization Administrative Staff	FLSA:
Wage Range: 25	Reports To: Program Manager
Last Update: February 2025	Type: Part-Time (15 hours/week)

Summary:

Perform administrative duties and staff support services for CAC’s Weatherization team. This position is tasked with a variety of duties including processing of client files, maintaining electronic data bases, management of qualification packets, processing of incoming and outgoing mail, maintaining certified payroll documentation that aligns with L&I guidelines, supportive materials as needed, and other duties as assigned.

Typical Work:

Phone Management: Keeps track of voicemails left and ensures there is a call back, answers phone calls to share with clients what the program requirements are and to help gather any information needed to ensure services can be provided.

Mailing: Process any incoming and outgoing mail for the Weatherization Program following agency policies and procedures. This includes informational packets for potential clients and qualification packets for outlying offices.

Filing: Maintain client files according to program policies and procedures, maintain electronic databases, file and shred paperwork as needed. This may include energy assistance file maintenance.

Fiscal Support: Collaborate with Weatherization Leadership and Fiscal Department to prepare, maintain, and produce certified payroll documentation that aligns with L&I guidelines into the appropriate database in a timely manner.

Education & Experience:

- High School Diploma or GED
- Experience and working knowledge of working with databases.
- Two years’ experience in similar office support position.
- Experience with low-income individuals and families.

Requirements:

- Washington State Driver’s License

Knowledge and Abilities:

- Basic administrative procedures, office practices, and computer skills that include software programs such as Microsoft Office Suite and Adobe
- Ability to effectively coordinate a variety of projects simultaneously
- Ability to plan and conduct the operation of an office



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- Develop accurate documentation for filing purposes that align with various grant expectations
- Time management
- Organizational and prioritization skills
- Ability to communicate effectively, both verbally and in writing
- Ability to adapt to changing work environments

DEI (Diversity, Equity, and Inclusion):

- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within the programs and teams.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes an office environment which is usually quiet.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned, including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.