

Energy Assistant Coordinator – Seasonal/Temporary

Department	Energy Assistant Programs	Pay	\$27.00 hourly/nonexempt
Supervisor	Community Supports Manager	Status	Part-time 7-10 hours/week)
Hours/Schedule	Between 9 am and 4 pm	Location	Lopez Family Resource Center
On-Site Requirement	100%	Revised Date	October 2026

The LIFRC Energy Assistance Coordinator helps eligible households access energy assistance through the Low-Income Home Energy Assistance Program.

Specific Job Functions

Application Support and Coordination - Provides welcoming, confidential, and accurate assistance - Completes eligibility and benefit-processing activities - Maintains complete records and supports compliance with applicable program and funding requirements through gathering and filing needed income-related documents and household demographic information.	50%
Community Supports Coordination: - Work directly with individuals and families, LIFRC staff, community partners, utility and fuel vendors, and other service providers to reduce barriers, promote household stability, and connect community members with coordinated resources. - Refer complicated cases to the Community Support Manager in a timely, complete and confidential manner.	50%

Qualifications and Skills

Required

- High school diploma or equivalent.
- Experience in a family resource center, human-services organization, benefits program, customer-service setting, case-management program, community outreach initiative, or a related environment.
- Ability to interpret and consistently apply detailed policies and procedures.
- Strong interviewing, documentation, data-entry, organizational, and time-management skills.
- Clear and professional verbal and written communication.
- Ability to work effectively with people from varied socioeconomic and cultural backgrounds.
- Sound judgment, attention to detail, and commitment to confidentiality.
- Proficiency with common office software, electronic records, email, and web-based systems.

Preferred

- Associate or bachelor's degree in social work, public administration, human services, or a related field.
- Experience with LIHEAP, a family resource center, or another publicly funded assistance program.
- Bilingual or multilingual communication skills relevant to the community served.

Mission

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of wellbeing, we also provide educational and community engagement programs and we advocate for a more just and equitable community.

Vision

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, know our own and our neighbors' basic needs are be met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Core Values

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients
 - We maintain appropriate professional boundaries.
 - We meet people where they are.
 - We treat our clients with dignity and respect.
 - We maintain keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connect people and organizations.
- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.

Physical Demands and Work Environment

These physical demands represent the requirements for an employee to perform the job's essential functions successfully. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

This job requires the employee to safely escort youth to and from program spaces, including on uneven terrain, outside, and up flights of stairs. While performing the duties of this job, the

employee is regularly required to perform duties outside an office and must be able to lift, push, pull, and transport supplies and other items up to 30 pounds.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All LIFRC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Employee Name

Signature (Verifying receipt and understanding of this job description)

Date