



Man-Tra-Con Corporation is working with a local employer to fill the following positions:

Job Title: Outreach Program Coordinator (EP-080222-01)

Location: Various locations within Southern Illinois

Salary: \$17.00 to \$26.00 per hour, based on experience

Job Description

Sparrow Energy Services in Peoria, Illinois is seeking candidates to fill an Outreach Program Coordinator position serving Southern Illinois. Work days are Monday through Friday. This is a full-time, salaried position.

Sparrow Energy Services offers over 30 years of combined energy efficiency implementation experience. As a Nationally Certified Minority Business Enterprise (MBE), a Nationally Certified Women Business Enterprise (WBE), and a Woman-Owned Small Business (WOSB), we are committed to diversity, equity, and inclusion.

Our owners created a company that was dedicated to excellence. Join our team today! Sparrow Energy is searching for an Outreach Program Coordinator for a commercial energy efficiency program in Illinois. This ideal candidate is a creative and experienced communications and marketing professional with a background in energy efficiency. The OPC is responsible for driving program success, customer acquisition, team/program communications and internal marketing initiatives, overseeing strategy, campaign development, and implementation, raising awareness and promoting program benefits.

All members of our team are expected to work together in a safe, inclusive, respectful, and professional manner.

Job duties will include but are not limited to:

Program Tasks

- Recruit customers for the energy efficient program.
- Obtain community champions for the program.
- Schedule assessments.
- Establish effective working relationships and collaborate with businesses to promote program.
- Plan local or regional events and activities for the benefit of program customers and encourage them to participate in the program to reach program goal.
- Identify community events and activities in the local and regional area that will provide opportunities for advanced promotion.
- Programmatic problem solving for all programs.
- All other tasks as assigned by supervisor.

Internal Tasks

- Complete required weekly, monthly, quarterly, and annual reports.
- Complete administrative tasks for program completion

- Our Ideal Candidate is/has:
- Team and Goal Oriented Excellent verbal and written
- Experienced in energy/utility programs
- Detail-oriented (5yrs minimum)
- Experience with Microsoft Office and Salesforce CRM

Requirements

- Ability to pass drug and background
- Bachelor's Degree (Preferred) screening.
- Ability to lift items 50lbs +
- Valid Driver's License
- Excellent customer service skills
- Reliable Transportation (Personal Vehicle)
- Excellent verbal and written communication skills

How to Apply

This employment opportunity is available at no cost to you!

To apply email resume & cover letter to management@sparrowenergyservices.com

Call 855-402-6470 with questions.

**Man-Tra-Con Corporation is a member of the American Job Center network,
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