

Energy Assistance Specialist

Tri County Community Action (TCCA) is seeking a motivated, compassionate, and dependable Energy Assistance Specialist within our OnTrack Program. This role requires professionalism, accountability, and a willingness to work with a diverse population, along with a driving desire to make a difference in the lives of low-income families and individuals throughout our region.

Here's what being an ENERGY ASSISTANCE SPECIALIST looks like. You will...

Primarily be processing customer applications and completing data entry in a fast-paced environment

Refer and connect customers to relevant energy assistance and Community Action programs as needed.

Educate customers about energy usage and available options.

Connect customers with other programs and services available to them through Tri County Community Action.

Complete regular activity tracking, reporting, and general administrative duties including a significant amount of time on data entry and telephone inquiries.

Be ready and willing to join a dynamic team of professionals who are dedicated to Helping People and Changing Lives.

And here is what you'll need: Associate's Degree preferred, or a combination of educational and professional experience. Bilingual in English and Spanish is strongly preferred. Data entry skills, attention to detail, and strong customer service skills a must. Act 33/34 and FBI clearances (upon offer of hire), along with a valid Pennsylvania driver's license, current insurance, and daily access to reliable transportation.

Principle working location is Tri County Community Action's main office on Derry Street in Harrisburg.

**Interested and think you'd be a great fit for our team?
Submit your resume & cover letter to Frances Howard**

**Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org**