

Are you a multi-tasker? Do you have an eye for the little things that can cause big problems? Do you enjoy working with people and making a difference?

Join the team at Tri County Community Action as our Energy Assistance Manager!

We are looking for an experienced, relationship-driven, and results-oriented professional to come on board and manage our OnTrack program and the staff that works in it.

You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference.

Can you...

Provide direct supervision to an incredible team of staff

Manage program activities ensuring both accuracy and timeliness of enrollments

Maintain a fluency in multiple databases and enrollment systems

Provide and model excellent customer service skills

Compile and create timely reports and documents

Speak about the agency and program activities publically

Create workplans and budgets to maintain and expand program activities

Do you have...

A Bachelor's Degree in a Human Services related field with 3 years of demonstrated program management and supervisory experience. Knowledge of utility assistance programs is a plus. You also need a willingness to travel within our local region regularly.

A valid Pennsylvania driver's license, current insurance, and Act 33/34, FBI clearances, and a driving record check will be needed upon offer of hire.

Then we want to hear from you!

Send us your resume and cover letter to us @

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

This role offers a starting salary of \$41,860 plus a generous benefits package

