

Position Announcement

PathStone is seeking an **Outreach Coordinator** to conduct outreach for the Community Energy Engagement Program in Rochester, New York.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone's Home Rehabilitation & Energy Service programs create and preserve assets for low- and moderate income individuals, families and communities through coordinated housing rehabilitation, energy services and community based revitalization programs.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Up to three years of training and/or work experience in the area of Energy efficiency or other relevant area, with specific emphasis on the issues of rural, urban, low to moderate income populations
- Position requires working knowledge of computers and record keeping
- Bilingual Spanish is required

what

This is a part-time position. The Outreach Coordinator is responsible for serving as lead for program outreach and recruitment activities. Specifically, this position is responsible for:

- Recruiting and enrolling clients for Energy Efficiency opportunities and assists and supports clients in utilizing those opportunities
- Maintaining and monitoring completed and accurate records and files on all Outreach participants
- Compiling and submitting reports
- Traveling to areas where participants are located
- Collaborating with agency representatives, community groups, and area employers to determine Energy efficiency need, and to facilitate referrals
- Attending assigned conferences, seminars and classes in order to maintain and upgrade skills

where

This position is located in Rochester, New York.

when

This position is available immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Salary is based on demonstrated experience and qualifications.
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with “**110-19**” in the subject line, no later than July 25, 2019.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.