

**Nevada Housing Division
1535 Old Hot Springs Road
Carson City NV 89706
Job Announcement**

Job Title: Project & Community Relations Specialist
Program : ARRA Funded Weatherization Program
Reports to: Weatherization Program Manager
Location: Nevada Housing Division, Las Vegas, NV
Salary: Competitive
Release Date: September 2, 2009
Closing Date: September 18, 2009
Hiring Date: On or About October 15, 2009

Purpose:

The State of Nevada Housing Division, is soliciting proposals from qualified individuals in the capacity of Project Specialists to work as contract staff on Nevada's American Recovery and Reinvestment Act Funded Weatherization Program.

The Position:

The position performs a variety of administrative support duties such as maintaining records and files; composing and editing correspondence; data entry; reviewing expenditure and production reports; interacting with the general public, weatherization service providers, utility companies and other state and local agencies. In addition, the position will assist in monitoring Service Provider performance which includes conducting office reviews, verify client eligibility, prioritize client assistance, assist in identifying eligible households, neighborhoods and multi-family projects.

Additional duties will include acting as a liaison between NHD's Weatherization Assistance Program and the public and private sector including but not limited to; investigating client complaints, outreach, and crafting written and/or oral reports to various entities.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree or equivalent from a four year college or technical school in communications or a related field; or four years related experience and/or training; or an equivalent combination of education and experience.

Skills Required:

- Proficient in Microsoft Office with mastery of Access and Excel and Power Point. Database design is not a requirement although helpful.
- Incumbents should possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.
- Experience in public or customer relations.
- Experience in public speaking and conducting public meetings.
- Experience in investigating and resolving customer complaints/grievances.
- Experience in working with public or non-profit entities as well as programs assisting low-income persons.
- A degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Special Requirements:

- A valid driver's license is required.
- Contract staff will be required to travel and will have to furnish their own transportation.
- Proof of automobile insurance.
- Liability Insurance if required.
- Applicants must agree to submit to a background check.

Working Conditions:

The majority of the work will be in an office environment in a cubicle setting. The duty station will be in Las Vegas in the Nevada Housing Division's office. Some travel will be required to our service providers located throughout the state. Requires occasional lifting and exertion for short periods of time and sitting for extended lengths of time. Requires occasional in-state and out-of-state travel for conferences, training and meetings.

Contract Period:

The initial contract period will begin on or about October 15, 2009 and end on June 30, 2010 and can be renewed at 1 year intervals at the Housing Division's discretion.

Benefits:

This position is contract staff and is not offered with benefits.

Per Diem:

Per Diem rates (for lodging, meals and incidentals) are based on the U.S. General Services Administration (GSA) per diem. Contract Staff must be at least 50 miles from their duty stations to receive reimbursement for lunch. They must be at least 100 miles from their duty station to receive reimbursement for lodging, meals and incidentals.

Mileage Reimbursement

Contract staff will only be paid when more than 50 miles from their duty station. Mileage will be reimbursed at the current state reimbursement rate.

Confidentiality:

Respects the confidentiality of information regarding the Nevada Housing Division, its clients, staff, personnel issues, and other program operations.

To Qualify:

- Submit a copy of your resume.
- Submit hourly wage requirements.
- 3 references including phone numbers.
- Please provide contact information on your current or most recent employer so NHD may call to verify employment.

Submittal Instructions:

- Submittal Date: **5:00 PM September 18, 2009** (Electronic submissions not acceptable).

Interested Parties may submit their resume and other documentation to:

Craig Davis, Weatherization Program Manager
Nevada Housing Division,
1535 Old Hot Springs Rd. Suite 50,
Carson City, NV 89706

Interviews

The most qualified applicants will be contacted by the hiring agency for an interview.