November 2, 2026

HUMAN DEVELOPMENT COMMISSION
JOB POSTING

TITLE

Weatherization Intake & Data Coordinator

QUALIFICATIONS

1. Associate's degree in a business-related field preferred; experience may be considered in lieu of a degree.
2. Accounting experience preferred.
3. Supervisory experience preferred.
4. Home weatherization and basic construction knowledge preferred.
5. Ability to work in a team-based environment
6. Must possess working knowledge of Microsoft Office and the ability to learn new computer programs.
7. Must possess excellent verbal/written communication skills.
8. Must possess excellent organizational skills and be able to work independently.
9. Must possess and maintain a valid driver's license and have the ability to travel throughout the service area.
8. Ability to attend trainings required.
9. Must successfully pass all agency-required background checks.
10. Must be sympathetic to the goals of a Community Action Agency.

WAGE RANGE

$25.00/hour plus agency fringe benefits
Fringe benefits include, but are not limited to, four-day workweek, health insurance, paid time off, paid holidays, mileage reimbursement for agency travel

WORK LOCATION

Caro

WORK SCHEDULE

Mondays through Wednesdays, 7:30 a.m. - 5:30 p.m.; Thursdays, 7:30 a.m. - 5 p.m.

APPLICATION PROCEDURE

Send letter of application and resume to the HR Director, Human Development Commission, 429 Montague Avenue, Caro, MI 48723.

MAJOR RESPONSIBILITIES

1. Provide direct oversight and supervision to assigned staff and monitor time management to ensure they are able to secure an adequate number of applications and complete data entry.
2. Acquire and maintain working knowledge of, and comply with, required standards, guidelines, and objectives of all programs within area of responsibility.
3. In accordance with funding source requirements, and in partnership with HDC's finance department, accurately complete all required paperwork and data entry of assigned programs.
4. Work in partnership with the Weatherization Intake & Data Manager to ensure all data is tracked in HDC and statewide systems as required per funding source.
5. Provide support to the Weatherization Intake & Data Manager and other staff, as assigned and/or appropriate.

AN EQUAL OPPORTUNITY EMPLOYER

Applications will be reviewed immediately and on a rolling basis until a candidate is selected for the position