Scheduling Assistant

The Scheduling Assistant is responsible for scheduling program activities and providing administrative support to the Residential Department of the Center for Energy and Environment. This includes: scheduling visits, attending meetings, coordinating homeowner communications, communicating with applicable utility/client staff, and entering customer information into software systems. This position works closely with both homeowners participating in and the internal staff working within the Residential Department. The position will work with all levels within the organization to facilitate the scheduling and general communications with program participants. As part of the residential department administrative team, this position may also assist with overflow work, assigned from residential programs within CEE. This is a full time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long term disability insurance as well as a profit sharing retirement plan.

Background:
CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota's quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

Responsibilities:
- Accurate and timely scheduling of Residential homeowner visits
- Perform homeowner communications in a pleasant and professional manner
- Perform accurate data entry, client information uploads and prepare and edit reports
- Provide support to residential field staff
- Accurate and timely data entry with special emphasis on information security
- Provide reports and perform filing and copying
- Dispatch schedule changes as needed to field crews
- Perform administrative tasks across the Residential Department
- Understanding and adhering to corporate policies and procedures, attending trainings as requested, and reading corporate wide emails and correspondence
- Other duties as assigned

Qualifications/Job Requirements:
- Computer skills and high comfort level with modern office technology
- At least 1 year of experience in program assistance/administration
- Basic residential program knowledge
- Experience with working with the public
- Proven ability to organize processes and schedule a wide range of activities
• Excellent communication skills including the ability to speak in front of others
• An orientation toward teamwork
• Develop and maintain a professional office environment and appearance (factors include: cleanliness, attire, positive attitude)
• Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
• Requires ability to stand; walk; sit; use hands to grip, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel and talk or hear. The employee must occasionally lift or move up to 25 pounds
• Primary working hours must occur on-site and during CEE’s business hours

Preferred Qualifications
• Seeking candidates proficient in speaking Hmong, Somali and Spanish

Compensation
• $15-$19 an hour dependent upon qualifications and experience

How to Apply
Email or fax cover letter and resume to Human Resources:

Scheduling Assistant
Center for Energy and Environment
212 3rd Avenue North, Suite #560
Minneapolis, MN 55401

Resume_Submissions@mncee.org
FAX 612-335-5995

Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.

Equal Opportunity Employer

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.