**Title:** Energy Outreach Assistant

**Supervisor:** Community Engagement Coordinator

**Goal of Position:** To facilitate the Energy Assistance application process for clients at their residence buildings, many of whom are disabled or have limited language capabilities.

**Duties:** Attend Energy Assistance Outreach site visits with Centerstone Client Advocates, make photocopies of confidential documents, maintain order for waiting clients, explain the Energy Assistance process to clients and other service providers.

**Length of Commitment:** 2 months

**Estimated hours:** 4 hours/week mid-March through mid-May (generally Thursdays and Friday)

**Schedule:** varies—please see Community Engagement Coordinator for details

**Worksite:** Centerstone office, mostly Seattle Housing Authority buildings throughout Seattle, travel is required (transportation provided)

**Requirements:**

* Friendly, welcoming demeanor
* Ability to work in a high stress environment while maintaining composure and professional customer service
* Ability to problem solve
* Comfortable with technology
* Ability to handle confidential information
* Age 18 +

**Desired Qualifications:**

* Multilingual

**Benefits:** Working as an Energy Outreach Assistant will provide a glimpse into some of the different jobs available in local social services nonprofits, connecting volunteers with other service providers and resource in the Seattle area. Volunteers will get to work directly with clients and staff members as a peer, gaining valuable work experience. Credit is available upon completion of service hours for some schools.