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## **HOME ENERGY REBATES PROGRAM COORDINATOR**

**Responsibilities:** Job responsibilities include, but are not limited to: Oversee the management and administration of the Home Energy Rebates Program; Serve as the primary point of contact for the initiative, ensuring efficient program delivery; Oversee the consumer application lifecycle; Calculate rebate amounts and process payments; Develop and maintain workflows and documentation processes; Monitor program metrics; Ensure program activities align with state and federal policies, regulations, and funding requirements; Cultivate and maintain relationships with community organizations, contractors and other program partners; Oversee a network of contractors, including reviewing contractor proposals, verifying installation quality and resolving customer disputes; Champion initiative at public events.

**Requirements:** Successful candidate will preferably possess at minimum: Bachelor's degree, preferred. Minimum three years professional experience in program coordination or similar role. Demonstrated experience in customer service, compliance management, and stakeholder engagement. Supervisory and management experience required. Must possess a valid driver's license. Must submit to: CIB, DHHR Protective Services Check, DMV Check and drug test.

Applications are available at the PRIDE office located at 699 Stratton Street, Logan, WV 25601, and will be accepted until the position is filled. Submit application to:

Human Resources  
PRIDE Community Services, Inc.  
McDade Hall, East Stratton Street  
P.O. Box 1346  
Logan, WV 25601

### **AA/EO/ADA**

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 752-6868 if you need assistance, reasonable accommodation or have hiring process questions.