# State of Vermont Jobs — Community Energy Programs Coordinator — Burlington, VT, USA

**Hiring organization**
State of Vermont

**Employment Type**

**Industry**
Energy Assistance Programs

**Job Location**
Burlington, VT, United States

**Date posted**
November 17, 2026

**Valid through**
2026-11-26

## Description

A Community Energy Programs Coordinator combines routine coordination with hands-on energy assistance programs responsibilities, a useful career area linked to State of Vermont in Burlington, VT, USA. Core duties include coordinating energy efficiency outreach and recording grant and household assistance requests, supported by clear notes on progress and outstanding items. Skills in energy programs and community outreach, alongside good communication, make this type of work easier to manage.

## Responsibilities

- Coordinate energy efficiency outreach.
- Record grant and household assistance requests.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

## Qualifications

- Practical familiarity with energy programs and community outreach.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

## Experience

A background in energy programs, academic projects, or related service work provides useful preparation for community energy programs coordinator responsibilities.

## Skills

energy programs, community outreach, reporting, communication, organization, accuracy

## Career Information

Explore the State of Vermont official website for organization and career information.