



Community Housing Improvement Project

Seasonal Office Assistant Supplemental Heating Program

Looking to help your community? Join CHIP and help ensure neighbors with limited resources remain safe, warm, and dry in their homes. We are seeking a compassionate, organized individual who shares CHIP's mission and would like to make a meaningful difference. This remote, part time seasonal position (October to March, 5-10 hours per week) supports CHIP's supplemental heating program by assisting clients, coordinating fuel and firewood deliveries, maintaining accurate database records, and connecting clients with community resources.

The ideal candidate is able to work independently, communicate professionally with clients and vendors, maintain confidentiality, and is comfortable using databases and learning new computer programs.

Pay: \$20/hour depending on experience

To apply: Email a letter of interest, resume, and references to julie@chipinc.org by September 14th, 5 pm

Julie may also be emailed for a complete job description or more information.