

# Energy Office Volunteer

**AGENCY MISSION:** Our mission is to build a community free from poverty by creating hope, opportunity, and action. We change lives by providing essential services, work together to improve our lives, organize for justice, and inspire our community to love, serve, and share.

## VOLUNTEER JOB ANNOUNCEMENT

Sacred Heart Community Service, a community-based nonprofit organization, is looking for an *Energy Office Volunteer*. The Home Energy Assistance Program (HEAP) is a non-emergency federally-funded program that assists low-income households with paying home energy bills once a year. For nearly 60 years, Sacred Heart has been one of the leading institutions addressing poverty in Santa Clara County through a strategy that combines meeting basic needs, offering tools for self-sufficiency, and engaging the wider community to be involved.

### Job Description

- On-site seated job stuffing outgoing mail.
- Use of a Postage Machine.
- Adapts to changes in the work environment; and attention to detail.
- Adhere and comply with agency policies and procedures.
- Ability to work collaboratively in a team environment and to work independently with limited supervision when necessary.
- This opportunity is located at **550 South First Street, San Jose, Ca.** [Sacred Heart Community Service @ 550 South First Street](#)

### Schedule

- Available 1-2x a week Wednesday through Friday from 2 to 4 hours.
- Flexible shifts available

For more information contact Robert Giraudo [robertog@sacredheartcs.org](mailto:robertog@sacredheartcs.org)