

Student – ComCare

This position reports to the Work Group Leader-ComCare and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver, Washington. This part-time, temporary student position is open through June 2027. The scheduled hours of work will be Monday through Friday 8:00am to 5:00pm however, work schedules are determined with consideration around class schedule commitments. Students should be able to work a minimum of 20 hours per week.

WHAT YOU WOULD DO:

This position offers an opportunity to learn first-hand the details of the various heat assistance programs. The ComCare team relies upon one another daily to collaborate on best solutions for households. Strong candidates are able to type 35 words per minute with some experience with Microsoft Office products.

Includes working with the Clark Public Utilities Community Care staff and applicants for low-income heat assistance programs. Requires being able to work within a team setting and with the public. Strong candidates would include someone that is approachable, a self-starter and able to work independently. Some of the job duties would include but are not limited to the following tasks:

- Provide frontline support to the ComCare Receptionist to greet and check in customers for scheduled appointments with strong attention to the front desk and high volume of customer activity.
- Collect and organize confidential documents for applicants applying for energy assistance programs.
- Enter data into a grant database.
- Track forms received and work directly with Clark Public Utilities Community Care representatives to determine outcomes and next steps for applicants.
- Prepare files for applicant appointments.
- Communicating with potential applicants about program eligibility requirements.
- Assisting Community Care representatives with applicants during appointments.

QUALIFICATIONS:

High school graduate and must be enrolled in college with a minimum of 10 credit hours. Experience using Microsoft Office products preferred. Must demonstrate the ability to type at least 35 words per minute with minimal errors.

BENEFITS:

As a public utility district in Washington State, Clark Public Utilities student employees may be eligible for the Public Employee Retirement System. Student employees will also receive one hour of sick leave for every forty hours worked.

SALARY:

Salary ranges are market based and established annually.

2026 Salary: \$20.25/hour

HOW TO APPLY:

Please send your resume with a cover letter by August 19, 2026 via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions.

We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.