

Adirondack North Country Association Clean Energy Hub Program Coordinator

Job Description: Clean Energy Hub Program Coordinator

Salary and terms: Full time (40 hours per week), \$51,000-\$55,000, annually.

Timeline: Starting on or before February 1, 2025, for two years, with potential for continued employment based on employee interest, funding availability, and program needs.

Location: Saranac Lake, NY. ANCA is a hybrid workplace welcoming in-person, remote (with occasional in-person duties), or hybrid work schedules.

Travel: Required; periodically across the North Country region with mileage reimbursement.

Application Deadline: January 6, 2025 to hr@adirondack.org.

About ANCA

The Adirondack North Country Association is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Our work focuses on four key areas that keep wealth local and build prosperity: regional food systems, energy, entrepreneurial economies, and the Adirondack Diversity Initiative. We are committed to and include the principles of diversity, equity, and inclusion in all aspects of our work. ANCA is supported by a combination of public and private funding. Please see www.adirondack.org for more information.

Purpose of the Position

The Clean Energy Hub Program Coordinator will support the [North Country Regional Clean Energy Hub](#). The Hub is funded by the New York State Energy Research and Development Authority (NYSERDA), and is designed to support residents and small businesses in engaging with clean energy technologies. The Hub is a partnership between ANCA, the Cornell Cooperative Extensions of Jefferson and St. Lawrence Counties, and SUNY Canton. Program coordination support for The Hub includes managing several small grant programs, assisting individual households in accessing building upgrades, working with building contractors, coordinating workforce development initiatives and monthly reporting.

Duties & Responsibilities

We seek a highly collaborative, creative, and detail-oriented professional to serve as our Clean Energy Hub Program Coordinator. This position will support a variety of North Country Clean Energy Hub initiatives with administrative support.

The Clean Energy Hub Program Coordinator's duties and responsibilities include:

- Establish and coordinate 2 small grant programs serving low-to-moderate income households in the North Country: one for critical home repairs and one for heating system upgrades
 - Foster partnerships with wraparound service organizations to gain household referrals

- Act as a liaison between household members, building contractors, and partner organizations to identify projects and administer funds
- Provide individualized, compassionate support to households to ensure projects are completed successfully
- Manage administrative tasks associated with dispersing funding
- Support clean energy workforce development initiatives of the North Country Clean Energy Hub
 - Support building contractors with accessing clean energy training, programs, and resources
 - Support building contractors with participation in state energy efficiency and clean energy programs
 - Coordinate with regional partners to identify and support clean energy workforce development initiatives across the North Country
 - Deploy a funding opportunity to incentivize new or expanding building contractors in the North Country
- Work closely with North Country Clean Energy Hub Director to provide administrative support to the North Country Clean Energy Hub
 - Assist with program tracking and data management
 - Complete monthly reporting using the Salesforce CRM platform
 - Assist with other administrative duties as needed
- Act as an engaged member of the North Country Clean Energy Hub team
 - Stay current on clean energy and equity issues in the North Country and New York State
 - Collaborate with other ANCA program areas
 - Utilize the statewide Clean Energy Hub network to learn best practices and identify possible collaborations with other Hubs
 - Coordinate with North Country Clean Energy Hub partners (Cornell Cooperative Extensions of Jefferson and St. Lawrence Counties and SUNY Canton) as needed
 - Actively participate in learning and professional development opportunities
 - Attend outreach events as needed

Desired Qualifications & Skills

- 1 - 3 years experience managing complex projects with multiple stakeholders
- Demonstrated experience with professional, clear, respectful communication with a variety of audiences
- Program navigation experience working with low-to-moderate income households strongly preferred
- Excellent organizational skills
- Excellent writing, grammar, and editing skills
- Demonstrated ability to develop and maintain professional relationships with various stakeholders including staff, program partners, media, and government leadership

Reporting: The Clean Energy Hub Program Coordinator will report to ANCA's Clean Energy Hub Director and will work collaboratively with ANCA staff, Clean Energy Hub partners, and NYSERDA.

Work Location: The program coordinator will be part of ANCA's hybrid workplace, with options to work at ANCA's main office in Saranac Lake, NY, remotely with occasional in-office duties, or a hybrid of both.

Travel: The program coordinator will periodically need to travel throughout the North Country region (Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, and St. Lawrence Counties), sometimes outside of the 8:30 am-5 pm workday. Mileage reimbursement is provided for required travel.

Salary & Benefits: The salary range for this position is \$51,000-\$55,000 based on experience, paid semi-monthly. Per ANCA's personnel policy, our current benefits package includes:

- Paid time off (Vacation, sick, and personal time, as well as 10 holidays and a winter break from Christmas through New Year's),
- Health insurance, 50% paid by ANCA,
- Options for dental, vision, and other coverage,
- A Simple IRA retirement plan with an ANCA match,
- and more.

Employment: This is a full time, 40 hour per week position currently grant funded for up to 2 years. Continued employment after this period is contingent upon ANCA's needs, available funding, and the interest of the employee.

EOE/ Diversity Statement: ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds. ANCA encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other marginalized communities

How to Apply: Please send a cover letter and resume to hr@adironack.org. No phone calls, please. Please submit applications by January 6, 2025. ANCA's office is at 67 Main Street, Suite 201, Saranac Lake, NY. Learn more at www.adironack.org.