



## **COMMUNITY ENERGY ADVISOR (CEA)**

**Job Title:** Community Energy Advisor (CEA)

**Reports to:** Director of EnergySmart Homes

**Location:** On-site (Mount Kisco, NY)

### **ABOUT SUSTAINABLE WESTCHESTER**

Since its founding, Sustainable Westchester has helped Westchester communities lead New York on sustainability. Now that New York State is at the forefront of sustainability action nationally, Westchester's leadership, and Sustainable Westchester's role, are more important than ever. Sustainable Westchester is focused on charting Westchester's path to sustainability while creating jobs and reducing environmental injustice.

To continue this critical work, Sustainable Westchester is looking to bring on a Community Energy Advisor (CEA). The CEA will be responsible for operating programming efforts focused on NYS energy efficiency and clean energy education programs in Westchester County. This position is also responsible for working as a team member and providing input to their supervisor (within the EnergySmart Homes Department) and fellow regional team members on implementation and evaluation of these energy programs throughout the Mid-Hudson region.

### **The Community Energy Advisor Role**

The Community Energy Advisor (CEA) is a full time position at Sustainable Westchester. This position will provide assistance, direction, organization, coordination of programs that work to inform residents, multifamily building owners, and small businesses, with an emphasis in low-to-moderate income and priority communities, of the options for adopting clean energy strategies in their homes and businesses.

The CEA will work with the team to achieve:

- Provide energy efficiency and clean energy programs and education (including workshops, public events, social media, etc.) in support of NYS energy efficiency and clean energy programs.
- Contribute to the development of positive relationships with stakeholders, partnering agencies, organizations, and community leaders.
- Respond to basic information requests and provide general information to stakeholders and the public regarding energy issues.
- In collaboration with supervisor and project communications staff, develop marketing strategies, public relations and special events to reach target audiences and meet program objectives.
- Help create program materials to address the needs of the disadvantaged community members and non-English speakers.
- Provide input into the planning of all programs to consider the needs of diverse program participants.
- Prepare reports demonstrating program progress, accomplishments and the impact on the community.

### **Other Responsibilities (10%):**

- Providing outreach support to other Sustainable Westchester programs such as tabling, phone calls, etc.



**Required Qualifications:**

- Bachelor's Degree or equivalent (Americore etc.)
- Fluency in Spanish
- Strong interpersonal skills and proven ability to work with diverse audiences in group and one-on-one settings.
- Demonstrated ability to learn new information and communicate effectively through oral, written, and visual channels using traditional educational tools as well as electronic technology.
- Ability to manage long-term projects and deadlines within the context of day-to-day projects and deadlines including organizing work and setting priorities, handling multiple tasks, and working under deadlines.
- Must be willing and able to transport education materials to various off-site locations across Westchester County.
- Willingness to work flexible hours which will include frequent evenings and weekends.
- Experience working with, and assisting in developing institutional relationships.
- Experience with youth programming/education.
- Demonstrated ability to initiate, plan, organize, implement, teach, and evaluate informal adult education programs to address diverse audiences.
- Must provide proof of FULL vaccination

**Compensation paid at the rate of \$50-60k per year.**

Final compensation is determined based on level of experience.

**Benefits package includes:**

- Health benefits and dental benefits
- Generous package of vacation and sick package along with paid time off for Federal and Religious holidays each year
- 401K plan
- Support of caring colleagues invested in each other's growth and development

**HIRING PROCESS AND HOW TO APPLY**

We will review applications on a rolling basis until the position is filled. Please submit a resume and a cover letter in a PDF Format detailing your interest in the position to [hr@sustainablewestchester.org](mailto:hr@sustainablewestchester.org) with "CEA – YOUR NAME" in the subject line. No phone calls please.

**Location(s):** Our office is located at 40 Green Street, Mt. Kisco, NY 10549 and is within walking distance from the Mount Kisco Train Station, located on the Harlem Line of Metro North. Travel to additional offsite locations is required.