

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent: Open Position

Date Written/Revised: 05-03-2019

CCE Classification Job Title: Association Temporary Program

Position #: TBD

Working Title (if different): Community Energy Educator

FTE: 50%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Stephanie Graf, Association Issue Leader

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position has no supervisory responsibilities/direct reports.

Volunteer Supervision: Yes No *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

This position will serve as the Community Energy Educator for Cornell Cooperative Extension Association of Jefferson County and will primarily assist with the teaching of clean energy education programs in Northern New York, specifically in Jefferson and Lewis Counties. This position is also responsible for working as a team member and providing input to his/her supervisor on implementation and evaluation of these energy programs. This position, alongside other Energy Team members, will work to inform residents, multifamily building owners, and small businesses, with a focus on low to moderate income households, of the options for adopting clean energy strategies in their homes and businesses. Work includes assisting in establishing and maintaining relationships and working with community partners, especially Poverty Initiatives, to leverage their networks and resources to reach large numbers of interested parties. This program will deliver information and provide education in a wide variety of settings, including, but not limited to: providing educational tables/booths at community events; presenting before large audiences; making one-on-one phone calls; following up with leads to provide additional information; helping troubleshoot obstacles to adopting clean energy strategies; coordinating with local energy contractors in providing accurate information on the programs, etc. This position will work with community groups, energy contractors, supervisor and other team members to coordinate and implement engaging educational programs, including assisting with training, engaging or coordinating the work of volunteers and interns in program delivery. This person will also serve as a subject matter resource and carry out administrative tasks that support the educational program and fulfill funding requirements.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or equivalent education (Associate's Degree and 2 years of transferrable program/functional experience).
- Experience relevant to the role of the position, including teaching non-formal educational programs in energy efficiency and/or renewable energy.
- Valid NYS Driver's License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

- Experience establishing and working with community stakeholders, especially those with limited income.
- Experience working with, and assisting in developing institutional relationships in Jefferson and Lewis Counties
- Experience working as a volunteer or supervising volunteers.
- Experience working independently, as well as an effective team member.
- Demonstrated ability and willingness to build relationships and work with diverse audiences, environments and settings while maintaining cultural competency.

- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to plan and organize personal work responsibilities according to priorities developed with immediate supervisor.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated to utilize computer technologies for educational and communication purposes.

SUBJECT MATTER/BACKGROUND:

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| <input type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input checked="" type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community and Economic Vitality | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: *(List the position’s assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

Program Responsibilities:

Program Delivery	70%
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- Utilize established program resources and materials in program work.
- Use a variety of delivery methods including workshops, public events, articles, web pages and social media to deliver program.
- Teach clean energy education programming per established Plan of Work.
- Represent the Energy Team to the public and community leaders in a professional manner as part of program delivery.
- Occasionally apply established subject matter knowledge to adapt materials created by the Energy Team and other professionals to create lesson plans that meet local community and individual needs, and consider diverse audiences.
- Assist in maintaining linkages with Cornell and other SUNY institutions as part of program delivery.
- Engage volunteers and interns in program delivery using established materials.
- Serve as subject matter resource and respond to questions about energy efficiency.
- Serve as a team member and cooperate with the entire Association and the Energy Education Team to achieve Association program delivery goals.

Program Evaluation	10%
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- Interact with program participants to gather informal program evaluation information.
- Work with the Energy Team to interpret evaluation information based on existing program parameters and assist supervisor to make recommendations for improvement to program offerings.
- Implement program evaluation as designed.
- Communicate evaluation findings to constituents as directed.

Administrative Responsibilities:

Direction	5%
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- Work in cooperation with the Energy Team to help establish priorities, objectives, and programming for the Clean Energy Program that are supportive of the Association’s mission.
- Assist in the planning of public events and program activities (i.e. insert any specific activities here).
- Assist in identifying opportunities for fund development activities.
- Assist in directing/organizing community focus groups and/or advisory committees to support programming initiatives.
- Assist in fostering effective professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.

Management	5%
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- Using priorities set by the Energy Team and supervisor, direct the work of interns.
- Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Program Supervisor and Energy Team as identified.

Coordination/Operation	5%
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- Collect, compile and submit to supervisor the information needed for narrative and financial reports to meet funding agency requirements.
- Collect budgetary information as needed and relay to supervisor for review.
- Assist in gathering information for grant/contract proposals as needed.
- Assist supervisor in supporting the administrative needs of writing grant/contract proposals as requested to ensure continued funding.

Professional Improvement and other duties as assigned	5%
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- In cooperation with supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.

Health and Safety	Applied to all duties and functions
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- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

EEO/EPO and Policy	Applied to all duties and functions
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension System in reaching out to diverse audiences.
- Be aware of, and adhere to, established Cornell Cooperative Extension of Jefferson County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.

*Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,
Protected Veterans, and Individuals with Disabilities.*

For each factor below, choose the phrase that best fits the characteristics of this position:

SCOPE OF IMPACT OF THE POSITION:

Moderate - beyond the program

INTERACTION WITHIN ASSOCIATION:

Provide guidance/coordinate activities/contribute to work groups

INTERACTION WITH VOLUNTEERS:

Provide information

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Limited - Occasional guidance to co-workers

COMPLEXITY OF WORK:

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

LEVEL OF DECISION-MAKING ACTIVITY:

Moderate - Within multiple functional areas

SUPERVISION RECEIVED:

Moderate - Very general direction

SUPPORT SKILLS-WRITING

Low - Usually issues standard responses

SUPPORT SKILLS-COMPUTER

Low - Uses basic business/technical programs/applications to perform responsibilities

WORKING CONDITIONS:

ESSENTIAL PHYSICAL

REQUIREMENTS*:

Typically lifts 10 to 20 lbs

VISUAL:

Normal concentration

HAZARDS:

Limited exposure

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE



Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
Health and Safety	<ul style="list-style-type: none"> Support the Association to maintain a safe working environment. Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policies, procedures, requirements or standards. Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.
Job Skills	<ul style="list-style-type: none"> Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks. Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge. Understands, interprets and applies regulations, policies and contracts to deliver effective results. Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.
Inclusiveness	<ul style="list-style-type: none"> Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community. Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately. Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement. Actively supports work/life integration in the workplace. Recruits, hires and engages high performing diverse employees.
Adaptability	<ul style="list-style-type: none"> Anticipates and adapts to changing priorities and additional demands. Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future. Embraces, promotes and implements change. Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.
Self-Development	<ul style="list-style-type: none"> Is self-aware; seeks and acts upon performance feedback. Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance. Works to continuously learn and improve. Applies learning to evolving assignments.
Communication	<ul style="list-style-type: none"> Expresses thoughts clearly, both orally and in writing. Demonstrates effective listening skills; seeks to understand and be understood. Asks questions and shares knowledge and information to help others clearly understand processes and desired results. Gives, receives and acts upon helpful and timely feedback.
Teamwork	<ul style="list-style-type: none"> Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust. Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies. Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work. Has a positive attitude and understands how behaviors impact others.
Service-Minded	<ul style="list-style-type: none"> Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers. Supports ideas, solutions and changes to processes to ensure high quality outcomes. Reaches out in a timely and responsive manner to resolve problems and conflicts. Negotiates well, finding and orchestrating win-win solutions.
Stewardship	<ul style="list-style-type: none"> Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency. Demonstrates high standards of personal conduct and owns the consequences of one's own actions. Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making. Shows commitment to unit and Association goals and delivers results.
Innovation	<ul style="list-style-type: none"> Looks for advancements in products, processes, services, technologies or ideas. Identifies opportunities in challenges and shows initiative to make changes. Demonstrates innovative, creative and informed risk taking. Shows foresight and imagination to see possibilities, opportunities and trends.