

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

Current Incumbent: Open Position

Date Written/Revised: 7-15-2025

CCE Classification Job Title: Association Subject Educator I

Position #: TBD

Working Title (if different): Energy Advisor

FTE: 100%

Reason: ☒ New Position ☐ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: TBD, Association Program Manager

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 Energy Advisor for Cornell Cooperative Extension Association of Jefferson County and will promote and deliver energy literacy and educational awareness services in Clinton and Essex Counties. Services will include, but not limited to: conducting webinars, workshops and participating in conferences and other events to educate members of disadvantaged communities and the public on the benefits of NYSERDA programs and the Regional Clean Energy Hub. This position will increase partnerships that result in scalable activities and projects; will assist with coordinating the Energy Program Advisory Committee in order to increase public participation in energy planning and program coordination activities; and provide administrative support to the program.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or equivalent education (Associate's Degree and two (2) years of transferrable program/functional experience).
- Experience relevant to the role of the position.
- 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.
- Experience working independently, as well as an effective team member.
- Multi-lingual.
- Demonstrated experience working with volunteers.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to understand and implement best practices related to outreach and engagement, programs and policies and markets impacting disadvantaged communities.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize technologies for educational and communication purposes with a proficiency using Microsoft Office and other CRM platforms.
- Culturally representative of region and the ability to live, work or perform services in county they are to serve.

SUBJECT MATTER/BACKGROUND:

- ☐ Agriculture and Food Systems
- ☐ Nutrition, Food Safety & Security and Obesity Prevention
- ☒ Environment and Natural Resources, Sustainable Energy and Climate Change
- ☐ Community and Economic Vitality
- ☐ 4-H Youth Development and Children, Youth and Families

- ☐ General Administration
- ☐ Information Technology
- ☐ Finance
- ☐ Human Resources
- ☐ Facility
- ☐ Farm
- ☐ Grant/Contract
- ☐ Communication
- ☐ Other

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, Evaluation and Applied Research	80%
<ul style="list-style-type: none"> Promote and deliver energy literacy and educational awareness services including but not limited to conducting webinars, workshops and participating in conferences and other events to educate members of disadvantaged communities and the public on the benefits of NYSERDA programs and the Regional Clean Energy Hub. Deliver a minimum of two energy literacy workshops a month through the counties served using NYSERDA's Workshop curriculum. Increase consumer awareness of and access to clean energy technologies and opportunities. Increase consumer uptake of clean energy projects, with support for accessing wrap around (non-NYSERDA) services and resources. Increase public participation in energy planning and program coordination activities. Advance local capacity to engage with community residents about clean energy policy, technologies, and opportunities. Serve as subject matter resource and respond to questions about the Regional Clean Energy Hub Program. Serve as a team member and cooperate with the entire Association and the Regional Clean Energy Hub to achieve Association program delivery goals. Regular travel required to conduct outreach in assigned counties. Interact with program participants to gather informal program evaluation information. Work with the Regional Clean Energy Hub 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 and Management	5%
<ul style="list-style-type: none"> Work in cooperation with the Regional Clean Energy Hub Team to help establish priorities, objectives, and programming. Assist in the planning of public events and program activities. Assist in fostering effective professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts. Provide input into the development of the quarterly plans. Assist in identifying and recommending program needs (i.e. program supplies and materials). Solve problems and resolve conflicts that arise utilizing appropriate policies and procedures. Give guidance to volunteers and staff, including those performing similar work. 	
Coordination/Operation	10%
<ul style="list-style-type: none"> Assist with coordinating Energy Program Advisory Committee. Coordinate with Energy Navigators respectively by county to utilize trained volunteers to increase energy literacy through educational workshops and presentations. Increase partnerships with clean energy partners, affordable housing providers, non-energy partners, third-party funding providers, philanthropic organizations, etc. that result in scalable activities and projects. Prepare monthly reports, enter data as required into Sales Force management tool, attend trainings as required. 	

- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

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.

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 general guidance

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