

Position Description

Working Title:	NYSEG Non-Pipes Alternatives Outreach Educator
Classification:	Association Temp Program (Non-Exempt)
Start Date:	1/5/2026
End Date:	8/31/2026
Duration (months):	8 months, with possibility to extend
Hours per week:	Up to 40 hours/week for the duration
Days per week / schedule:	Varied/Flexible
Work Location:	Remote and 615 Willow Ave, Ithaca NY 14850
Supervisor Name & Title:	Chris Skawski, Energy & Climate Change Team Leader
Compensation:	\$24.82 per hour
Benefits Eligibility:	Benefits Eligible if/when full-time
Employment Type:	Casual

Position Summary

The NYSEG Non-Pipes Alternatives Outreach Educator will work with Energy & Climate Change Team Leader (Program Manager) to plan and deliver educational programming about NYSEG's Non-Pipes Alternatives (NPA) Program to the Lansing community and neighboring areas covered by the program. Duties will include working with key stakeholders, program partners, and community leaders to give in-person and remote presentations, create and distribute various media pieces and informational printed materials, work with teachers and students in the Lansing Central School District on classroom activities related to residential energy use and reducing gas use, collaborate with other projects in the NPA to connect them with the broader community, and serve as the main point-of-contact at CCETC for the program.

Responsibilities

- Collect, enter and edit contact and program data ensuring accuracy, security and confidentiality of all data and information
- Assist Program Manager in monthly reporting
- Work with program partners and CCETC Energy & Climate Change Team staff in preparing program information
- Work with program partners and CCETC Energy & Climate Change Team staff in preparing presentations
- Schedule, plan, promote, and deliver a minimum of four public presentations during the calendar year
- Provide community outreach through material distribution, community presentations, meetings and one-on-one communications with community members, explaining and promoting specific Lansing NPA activities and program opportunities that are being provided by other program partners
- Work with Lansing Central School System staff and administrators to coordinate delivery of student education in the LCSD focusing on beneficial electrification and natural gas hourly usage reductions through energy efficiency, natural gas demand response activities, and other programs/projects as part of the approved Lansing NPA portfolio and community outreach promoting these goals within the Lansing community

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- Respond to student, parent, and community member questions generated through the activities of this program
- Coordinate and work with other CCETC staff, including the Tompkins County Clean Energy Hub Community Energy Advisor where programs overlap
- Operate basic office equipment including copiers, computers, and other office equipment deemed as necessary
- Maintain positive relationships with the public through a variety of contacts –telephone, e-mail, and written correspondence
- Participate in team meetings as required
- Other duties as assigned in support of this project

Required Qualifications

- Bachelor's degree or minimum 2 years related experience delivering educational outreach
- Ability to meet travel requirements associated with this position, including having dependable vehicle and passing required driving clearances
- Ability to meet acceptable background check standards
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate
- Ability to demonstrate positive communication skills and work well in a busy, fast-paced, work environment
- Ability to plan and organize personal work responsibilities according to priorities developed with immediate Supervisor
- Ability to work with a high degree of integrity, sound professional judgment, and the ability to handle confidential and sensitive information
- Ability to follow oral and written instructions and assume responsibility with general guidelines and direction
- Ability to communicate effectively through verbal, written, and visual channels using traditional methods and educational tools, as well as electronic technology (e.g., video, audio, computers, etc.)
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity
- Commitment to working with diverse program participants
- Computer Skills: Proficiency with Microsoft Office suite, specifically Word and Excel
- Ability to write routine correspondence
- Ability to regularly carry supplies and equipment with or without reasonable accommodation up to approximately 30 pounds
- Proficiency in communicating with vulnerable populations, writing for diverse audiences
- Knowledge of community engagement

Preferred Qualifications

- Proficiency with Adobe Suite (InDesign, Photoshop, Illustrator) and ability to draft graphic promotional materials
- Knowledge of building energy efficiency and strategies for reducing building energy use, as well as technologies to convert off gas use (e.g., heat pumps)
- Knowledge of climate change
- Experience working with under-18 community members in an educational context

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Cornell Cooperative Extension Tompkins County

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Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

TO APPLY:

Please apply via email with resume to J. Chris Skawski at cjs359@cornell.edu.

Phone: (607) 272-2292 x293

Applications will be reviewed until a suitable candidate is found.

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