

## **Adirondack North Country Association (ANCA) Technical Energy Advisor Position Description**

**Job Description:** North Country Clean Energy Hub Technical Energy Advisor

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

**Timeline:** Starting on or before August 7, 2025, for one year, 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:** July 7, 2025 to [hr@adirondack.org](mailto:hr@adirondack.org).

### **About ANCA**

ANCA is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Using innovative strategies for clean energy, food systems, small businesses, and welcoming & belonging, ANCA delivers targeted interventions that create and sustain wealth and value in local communities.

Established in 1955, ANCA has grown in size, reach and impact to become a trusted leader and collaborative partner for community members who are working to build a strong, resilient and equitable economy in our 14-county Adirondack North Country region. Learn more at [www.adirondack.org](http://www.adirondack.org).

### **About the North Country Clean Energy Hub**

The [North Country Clean Energy Hub](#) (the Hub) is one of 12 statewide hubs 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. We serve 7-counties: Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, and St. Lawrence.

### **Purpose of the Position**

The Technical Energy Advisor, in collaboration with the ANCA and Hub teams, will assist multifamily properties, small businesses, and nonprofits with accessing clean energy technologies.

### **Duties & Responsibilities**

We seek a highly collaborative, creative, and detail-oriented professional to serve as our Technical Energy Advisor. This position will serve as the Hub primary point for nonprofits, small businesses, and multifamily residential properties.

The Technical Energy Advisor will:

- Assist nonprofit organizations and small businesses with accessing energy efficiency and clean energy programs:
  - Foster and maintain relationships with regional partners to gain nonprofit and small business referrals.
  - Foster and maintain positive relationships with regional building and HVAC contractors
  - Collaborate closely with ANCA's Small Business team to provide wrap-around services for small businesses.
  - Provide individualized support to nonprofits and small businesses to identify needs, answer questions, and recommend appropriate programs and incentives.
  - Assist with program applications and connections to building contractors.
  - Provide project coordination support and in-person site visits.
  - Collect follow-up and reporting information on project outcomes.
  - Research and analyze current and future funding opportunities and ongoing changes to existing programs.
- Develop the Hub's capacity to serve multifamily properties:
  - Become well-informed on energy-related programs and opportunities for multifamily properties.
  - Conduct outreach and build relationships with multifamily building owners in the North Country region.
  - Work closely with building owners to identify needs, recommend relevant opportunities, assist with applications, and support project coordination.
- Be an engaged member of the ANCA and Hub teams:
  - Stay current on changes and updates to relevant energy programs, clean energy issues, and equity and inclusion issues in the North Country and statewide.
  - Utilize the statewide Clean Energy Hub network to learn best practices and identify possible collaborations with other Hubs.
  - Engage and collaborate with other ANCA staff, including through participation in weekly staff meetings and other periodic meetings and retreats.
  - Participate as an engaged, collaborative member of the North Country Clean Energy Hub team
  - Actively participate in learning and professional development opportunities
  - Attend, table or present at outreach events as needed, including job fairs, community events, conferences, and youth educational events.
  - Complete required monthly reporting.

### **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 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

**Employment:** This is a full time, 40 hour per week position currently grant funded until August 2026. Continued employment after this period is contingent upon ANCA's needs, available funding, and the interest of the employee.

**Reporting:** The Clean Energy Hub Technical Energy Advisor 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 energy advisor 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 energy advisor will periodically need to travel throughout the 7-county North Country region, 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.

In addition to base pay, ANCA staff receive a benefits package which, per our current personnel policy, includes: health insurance (50% employer paid) plus a reimbursement stipend for deductibles and other approved costs; options for dental, vision, and other insurance coverage; a simple IRA retirement plan with up to 3% employer match; paid time off, including vacation, personal, and sick time, as well as paid federal holidays, a winter break from December 26-31, and half-day Fridays from Memorial Day through Labor Day.

**EOE/ Diversity Statement:** ANCA is an Equal Opportunity Employer, and we do not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

We welcome and encourage applicants of all backgrounds and experiences and strive to create a working environment that supports all, including the provision of reasonable accommodations.

**How to Apply:** Interested applicants should submit a resume and cover letter to [hr@adirondack.org](mailto:hr@adirondack.org) no later than July 7, 2025. This email address may be used to direct questions about this position. No calls, please. All applicants will receive notification of their application status.