

Adirondack North Country Association (ANCA) Climate Smart Communities Coordinator Position Description

Job Description: Climate Smart Communities Coordinator

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

Timeline: Starting on or before June 26, 2026, for two years, 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: June 18, 2026 to hr@adirondack.org.

About ANCA

[ANCA](#) is a regional nonprofit and economic hub building shared prosperity across northern New York. Focused on small businesses, climate & energy, local food systems, and welcoming & belonging, ANCA works to ensure the long-term viability of the North Country, empowering individual wellbeing, economic strength, and regional stewardship. ANCA works with individuals, groups, and communities across 14 counties to navigate resources, cultivate networks, generate economic and community solutions, build shared capacity, and shape region-boosting narratives.

Position Summary

Climate Smart Communities (CSC) is a climate leadership program for local governments administered by the NYS Department of Environmental Conservation (DEC) and implemented regionally by CSC Coordinators (CSCCs). CSCCs provide hands-on support and technical assistance to communities interested in completing CSC actions and pursuing certification across a 7-county subset of ANCA's service region, including Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence Counties.

Duties and Responsibilities

- Assist local governments to:
 - Understand and complete actions within the inter-agency Climate Smart Communities Program,
 - Prepare GHG Inventories, Climate Mitigation Plans, and grant applications,
 - Create Climate Smart Task Forces and recruit membership,
- Make presentations and conduct local on-site training and workshops for groups of interested local officials and community stakeholders on program-specific topics,
- Coordinate and create a county-level Climate Change Adaptation and Resilience Plan,
- Steward capital improvements by providing direct support and counsel to municipalities, connecting

them with qualified experts, including contractors, suppliers, and financiers,

- Serve as an accessible and timely resource of available and relevant clean energy and climate change information,
- Advocate for communities and their members within specified territories and become trusted advisors in those communities,
- Help expand ANCA's regional network of associates and partners,
- Remain knowledgeable of current industry trends, energy policy, and regulatory affairs across relevant jurisdictions, and
- Collaborate with ANCA staff and organizational partners to:
 - Integrate the CSC program with other ANCA programs,
 - Identify community concerns, needs, and priorities,
 - Build strategic relationships and support for our work,
 - Evaluate progress toward achieving ANCA's mission and programmatic goals, and
 - Overcome systemic barriers to progress.

Additional Responsibilities

This is a full-time position that is funded for a period of two years. The position may be eligible for extension based on future funding opportunities. The position requires that you have your own vehicle and will require regular offsite travel, including evening meetings throughout the 7-county region. Other unrelated duties may be assigned from time to time by the supervisor.

Required Qualifications & Skills

- Enthusiasm for outreach,
- Ability to think creatively and strategically within the context of an evolving clean energy landscape,
- Highly professional with a strong work ethic and ability to work independently,
- Demonstrated teamwork and experience in a collaborative work setting;
- Ability to maintain transparency, honesty, and respect for coworkers,
- Commitment to Diversity, Equity, Inclusion, and Belonging (DEIB) values,
- Demonstrated teamwork and experience in a collaborative work setting,
- Excellent networking and relationship-building skills,
- Ability to contribute to an atmosphere of mutual respect and open communication,
- Ability to work remotely, and effectively work in ANCA's 7-county region, and
- Time management skills and superior ability to prioritize with high volume workloads and the ability to consistently meet deadlines.

Desired Qualifications & Skills

We will consider a candidate's full range of educational, professional, and life experience. We do not require any specific level of formal educational attainment.

- 3-5 years of related experience,
- Knowledge of NYS programs and/or experience working in climate change,
- Grant writing experience,
- Exceptional writing and communication skills,

- Evidence of data analysis and management skills, and
- Proficiency in a range of computer-based applications and software relevant to the position, including but not limited to Google and Microsoft Office suites.

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 are invited to submit a resume and cover letter to hr@adirondack.org no later than June 18, 2026. Questions about this position may also be sent to this email address. No calls, please. All applicants will receive notification of their application status.