

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

Position Description: Technical Energy Advisor, North Country Clean Energy Hub

Salary and terms: Full time (40 hours per week), \$53,000-\$55,000, annually.

Timeline: Starting in early December 2026

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: October 28, 2026 to hr@adirondack.org only.

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.

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 and the Cornell Cooperative Extensions of Jefferson and St. Lawrence Counties. We serve 7-counties: Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, and St. Lawrence.

Position Summary

The Technical Energy Advisor, in collaboration with the ANCA and Hub teams, assists multifamily properties, small businesses, and nonprofits across a 7-county subset of ANCA's service region (Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis and St. Lawrence Counties) with accessing clean energy technologies.

Duties & Responsibilities

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 project referrals,
 - Foster and maintain positive relationships with regional building and HVAC contractors, assisting with program applications and client connections,
 - Provide individualized support to nonprofits and small businesses to identify needs, answer questions, recommend appropriate programs and incentives, and provide wrap-around services when needed,
 - Provide project coordination support, follow-up and project outcomes reporting through ongoing communication and in-person site visits, and,
 - Research and analyze current and future funding opportunities and ongoing changes to existing programs, assisting with grants awarding and administration.
- Assist multifamily building properties with accessing energy efficiency and clean energy programs:
 - Become well-informed on energy-related programs and opportunities for multifamily properties, including through close work with NYSERDA multifamily program staff, and,
 - Conduct outreach and build relationships with multifamily building owners in the North Country region, working closely with 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, including through monthly reporting and support for Hub Energy Advisors to assist events and management of challenging cases
 - 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.

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, writing and editing skills
- Demonstrated ability to develop and maintain professional relationships with various stakeholders including staff, program partners, media, and government

leadership

- A valid driver license and means to travel around the region for meetings, events and consultations.

Employment Terms:

This is a full time, 40 hour per week position currently grant funded until August 2030. Continued employment after this period is contingent upon ANCA's needs, available funding, and the interest of the employee.

Work Conditions:

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.

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.

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. A valid driver license and personal vehicle is required.

Salary & Benefits:

The salary range for this position is \$53,000-\$55,000, determined through market analysis and internal equity and 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 for the last week of the year and half-day Fridays from Memorial Day through Labor Day.

EOE 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 only no later than October 28, 2026. No interest or messages will be considered through LinkedIn or other websites or social media messages. This email address may also be used for questions about the position, no calls, please. All applicants will receive notification of their application status.