



## **Workforce Programs Advisor**

### **Mission:**

New Yorkers for Clean Power (NYCP) is a statewide campaign to rapidly shift to an equitable clean energy economy. Through education, advocacy, and organizing, our campaign engages the public, local governments, and businesses to advance a range of renewable energy, energy efficiency, and clean transportation solutions. NYCP is focused on advancing solar, wind, energy efficiency, electric vehicles, clean heating and cooling, as well as creating jobs in these industries for all communities in New York. NYCP is a fiscally sponsored project of Catskill Mountainkeeper.

### **Job Summary:**

The Workforce Programs Advisor is a part-time position with the opportunity to increase hours in the future. An inclusive clean energy economy requires robust and meaningful engagement of community members, contractors, businesses, and New York's workforce. The Workforce Programs Advisor will identify barriers to accessing programs or resources, uncover local needs and opportunities, and inform policy, strategy, and program development.

The Workforce Programs Advisor supports the Mid-Hudson Regional Clean Energy Hub's workforce development efforts. Specifically, this position will conduct outreach and education, with an emphasis on recruiting job-seekers, employers, and contractors from designated Disadvantaged Communities and connecting them to NYSERDA workforce development programs. This role will also support MWBE and SDVOB entities as they enroll in and navigate those programs.

The Workforce Programs Advisor will report to the NYCP Program Director while also working closely with other Mid-Hudson Regional Clean Energy Hub organizations including Cornell Cooperative Extension of Dutchess County and its subcontractors.

### **Essential Mid Hudson Hub Duties and Responsibilities:**

- Workforce and Small Business Development
  - Work to connect small businesses, MWBEs, and SDVOBs with business development resources to establish or grow their work in the clean energy sector. Hubs shall direct small businesses in the clean energy sector to small business resources such as the New York Small Business Development Centers administered by the State University of New York (SUNY), and other appropriate resources.
  - Work with CCE and NYSERDA to identify and recruit energy contractors to

- expand production capacity in existing clean energy programs, with an emphasis on diversity, operating within their region(s) that may not already participate in NYSERDA programs to become participating contractors or installers.
  - Develop partnerships with organizations that can help grow the capacity of small contractors by supporting mentoring, training, access to capital, and other support. Identify and track measures of success.
  - Build and maintain a workforce development database (with the help of partners) of interested contractors, job seekers, training providers, entrepreneurs, etc.
  - Gathering resources on programs that exist for training, funding, etc, and sending those resources out to the listserve working to create. This can include working with the NYCP Digital Communications Organizer to design and maintain a list via MailChimp
  - Attend job fairs and mixers to network with businesses and contractors, to promote NYSERDA programs.
- Energy Professional Recruitment:
  - Recruit energy professionals, particularly MWBE and SDVOB firms, operating within their region(s) or small clean energy businesses located in or providing services to disadvantaged communities that may not already participate in clean energy programs to become participating contractors.
  - Educate potential energy professionals on the benefits for their business and benefits to disadvantaged communities, of participation in clean energy programs.
- Miscellaneous:
  - Use Salesforce or other Customer Relationship Management (CRM) as directed
  - Participate in Workforce Development statewide working group
  - Attend and contribute to Monthly MH Hub meetings and the annual NYSERDA statewide retreat
  - Participate in a yearly Regional Assessment and Barriers Analysis report

### **Essential NYCP Duties and Responsibilities:**

- Helping to coordinate and attend Clean Energy Careers summits in the Hudson Valley
- Speak at public events, forums, and other venues, and serve as a representative of the MH Hub and NYCP
- Attend weekly NYCP staff meetings and one-on-one meetings with supervisor
- Participate in conference calls, trainings, and meetings as needed
- Travel to different parts of NYS for meetings, conferences, etc. representing MH Hub and NYCP
- Assist with NYCP tasks as appropriate including supporting other NYCP team members on Workforce Development work where needed

### **Education & Experience:**

- Work Experience: A bachelor's degree and a minimum of 1-2 years of experience in one of the following fields: workforce development, working with small businesses or contractors, clean energy, education.
- General Skills: Excellent verbal and written skills. Highly organized and able to independently manage multiple projects and anticipate obstacles. Excellent record-keeping and reporting skills. Being responsive, good at time management, and flexibility are all important qualities for this position.

- Ability to develop and maintain relationships with Hudson Valley contractors, businesses, community service providers, schools and agencies, etc.
- Enjoy working to develop and maintain strong, collaborative relationships with diverse groups.
- Computer Skills: Adequate knowledge of word processing, Google Suite including Gmail, Sheets and Docs. Zoom and other virtual meeting applications. Experience with Salesforce reporting is a plus.
- Awareness of climate change and commitment to clean energy solutions.
- Conditions: This position will occasionally require evenings and weekend hours. We offer a flexible schedule for these times. This position is remote but must be willing to travel throughout the Mid Hudson Hub territory (7 Counties) with access to a vehicle and a NYS license. Travel, meals, etc. related to this position will be reimbursed.

### **Salary and Benefits:**

The salary for this position is \$25 per hour for 25 hours a week with the potential for increased hours. On average per week, 20 hours should be spent on Hub responsibilities and 5 hours should be spent on NYCP responsibilities. We are looking for applicants who live in the Mid Hudson Hub service territory, those located in: Ulster, Dutchess, Putnam, Westchester, Rockland, Orange, or Sullivan Counties. We are looking to fill this position as soon as possible. NYCP is a fiscally sponsored project of Catskill Mountainkeeper.

New Yorkers for Clean Power is an equal opportunity employer and we value having staff who come from diverse communities. We especially encourage people of color, women, LGBTQ, gender non-conforming, and people with disabilities to apply.

### **How To Apply:**

Please send a cover letter and resume to Melissa Iachetta, Program Director, listing “Workforce Programs Advisor” in the subject line: [melissa@nyforcleanpower.org](mailto:melissa@nyforcleanpower.org)