

Assistant Director, Energize NY Residential

Overview: Energize NY is seeking a qualified candidate to work within our Residential Program to support, promote, and grow the Energize NY home energy efficiency program. The Assistant Director will report to the Director of the Energize NY Residential Program (ENYR) and closely collaborate with local community leadership and designated Energize Ambassadors in all active ENYR Communities.

Background: Energize NY is a local non-profit organization helping homeowners make their homes energy efficient through a comprehensive home energy assessment program. Our core mission is to provide energy efficiency and renewable energy benefits to New York property owners that help them save money and reduce energy waste in their buildings. Energize NY is located in Northern Westchester and collaborates with municipalities, conservation advisory boards, local leaders and community members.

Role of the Assistant Director: Working closely with the Director of the ENYR Program, the Assistant Director will take a lead role in the operations of each active ENYR Community with responsibilities including:

- Track progress of community outreach, record data, and reporting for designated grants
- Identify and Liaise with Community Leaders and “Energize Ambassadors” to build a strong community-based marketing system & attract participation by Community Members
- Outreach to New and Existing Homeowners
- Promote Energize NY on Social Media and Assist with Creating Community-Based Marketing Materials
- Manage the Energize NY Comfort Corps Contractor list

Experience/Skills:

Required:

- Excellent organizational, administrative and data management skills
- Strong writing, public speaking and one-on-one communication skills
- Superior computer skills, competent with web and social media

Preferred:

- Knowledge of clean energy markets and the Westchester/Hudson Valley region
- Community outreach/organizing, and marketing/sales experience
- A proven commitment to addressing sustainability in general and/or an appetite to learn and contribute more in this rapidly developing field
- Knowledge of NYSERDA, building science, clean energy and related programs is useful

Personal Skills/Attributes:

- An excellent communicator, both orally and in writing.
- Great “people skills” - comfortable engaging community members in conversation, answering questions and sharing information.
- A self-starter with a high energy level, a strong work ethic and the proven ability to manage multiple tasks/projects on an ongoing basis.
- A person of sound judgment and vision who is innovative and strategic in his/her thinking.
- Motivated, positive and personable
- Quick-witted problem solver, adaptable and resilient
- Team-oriented, collaborative, and willing to go the extra mile

Education:

- B.A. or B.S. from an accredited college or university required

Salary / Benefits:

- Competitive salary commensurate with skills and professional experience
- EIC benefits include company paid health insurance, 14 paid holidays, 7 sick days, 4 personal days, 2-4 weeks of paid vacation according to year of employment.

Location:

2051 Baldwin Road, Suite 107, Yorktown Heights NY 10598. Visit us online: energizeny.org

To Apply for Position:

Interested parties should submit the following by email attachment to lauren@energizeny.org

Please Include:

- Cover letter describing your interest in the position
- Resume
- Two references with contact information and a description of relationship
- Three examples of your finest work