



**Cornell University**  
**Cooperative Extension**  
**Nassau County**

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**Position Announcement**

**Classification Title:** Association Temporary Program  
**Job Title:** Community Energy Educator  
**Location:** East Meadow  
**Benefits:** Benefits-Eligible  
**Number of Positions:** 2

**Position Summary:**

This position will serve as the Community Energy Educator for Cornell Cooperative Extension Association of Nassau County. The Community Energy Educator will primarily assist with the teaching of energy efficiency and clean energy education programs in the Long Island Region, specifically in Nassau and Suffolk Counties. This position is also responsible for working as a team member and providing input to the supervisor on implementation and evaluation of these energy programs. This position, alongside other Energy Team members, will work to inform residents, multifamily building owners, and small businesses, with an emphasis in low-to-moderate income and priority communities, of the options for adopting clean energy strategies in their homes and businesses.

The Community Energy Educator will develop and maintain working relationships with community partners and local stakeholders to address energy inequities through energy efficiency and clean energy programs and workshops. This program will deliver information and provide education in a wide variety of settings, including, but not limited to: providing educational tables/booths at community events; presenting before large audiences; making one-on-one phone calls; following up with leads/clients to provide additional information; assist leads/clients with navigating every step of applying for relevant energy efficiency and clean energy programs available to them; helping troubleshoot obstacles to adopting clean energy strategies; coordinating with local energy contractors in providing accurate information on the programs, etc. This position will work with community groups, energy contractors, supervisor and other team members to coordinate and implement engaging educational programs, including assisting with training, engaging or coordinating the work of volunteers and interns in program delivery. This position will also serve as a subject matter resource and carry out administrative tasks that support the educational program and fulfill funding requirements. Program oversight and direction will be provided by the Natural Resource Program Leader at Cornell Cooperative Extension of Nassau County, with additional support and leadership from senior members of the regional Energy team.

**Required Qualifications:**

- Bachelor's Degree or equivalent education (Associate's Degree and 2 years of transferrable program/functional experience).
- Experience relevant to the role of the position, including but not limited to, any of the following:
  - teaching non-formal educational programs, with a preference for experience in energy efficiency and renewable energy, or related topics.
  - social work with an emphasis on housing/energy assistance.
  - assisting low-income households receiving subsidized housing services.
- Experience working independently, as well as an effective team member.
- Demonstrated ability and willingness to build relationships with diverse audiences and work to cultivate an inclusive and supportive environment for program participants and colleagues.
- Demonstrated ability to learn new information and communicate effectively through oral, written and visual means.
- Demonstrated ability to effectively manage multiple priorities according to those set with the team and immediate supervisor.

- An earnest desire to empower households and communities to create change and a matching patience to move at the speed of trust.
- Valid NYS Driver's License and the ability to meet travel requirements associated with this position.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**Preferred Qualifications:**

- Fluency in Spanish and/or other languages is highly desirable.
- Experience establishing and working with community stakeholders, especially those with limited income.
- Experience working with, and assisting in developing institutional relationships in Nassau or Suffolk Counties
- Experience working as a volunteer or supervising volunteers.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Aptitude for digital technologies and strategies for educational and communication applications.
- Empathy, sincerity, and an ability to find a silver lining when faced with challenges.

**Responsibilities/Essential Functions**

**Program Responsibilities:**

**Delivery - 70%**

- Utilize established program resources and materials in program work.
- Use a variety of delivery methods including workshops, public events, articles, web pages and social media to deliver program.
- Teach clean energy education programming per established Plan of Work.
- Represent the Energy Team to the public and community leaders in a professional manner as part of program delivery.
- Occasionally apply established subject matter knowledge to adapt materials created by the Energy Team and other professionals to create lesson plans that meet local community and individual needs and consider diverse audiences.
- Assist in maintaining linkages with Cornell and other partner institutions as part of program delivery.
- Engage volunteers and interns in program delivery using established materials.
- Serve as subject matter resource and respond to questions about energy efficiency.
- Serve as a team member and cooperate with the entire Association and the Natural Resource/Energy Team to achieve Association program delivery goals.

**Evaluation - 10%**

- Interact with program participants to gather informal program evaluation information.
- Work with the Energy Team to interpret evaluation information based on existing program parameters and assist supervisor to make recommendations for improvement to program offerings.
- Implement program evaluation as designed.
- Communicate evaluation findings to constituents as directed.

**Administrative Responsibilities:**

**Direction - 5%**

- Work in cooperation with the Energy Team to help establish priorities, objectives, and programming for the Clean Energy Program that are supportive of the Association's mission.
- Assist in the planning of public events and program activities.
- Assist in identifying opportunities for fund development activities.
- Assist in directing/organizing community focus groups and/or advisory committees to support programming initiatives.
- Assist in fostering effective professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.

**Management- 5%**

- Recruit, supervise and support interns and volunteers involved with program outreach and delivery including matching tasks to the individuals, providing informal feedback, problem-solving and regular communication, per established policies and procedures.
- Using priorities set by the Energy Team and supervisor, direct the work of interns and volunteers.
- Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Program Supervisor and Energy Team as identified.

**Coordination/Operation - 5%**

- Train interns and volunteers as needed.
- Collect, compile and submit to supervisor the information needed for narrative and financial reports to meet funding agency requirements.
- Collect budgetary information as needed and relay to supervisor for review.
- Assist in gathering information for grant/contract proposals as needed.
- Assist supervisor in supporting the administrative needs of writing grant/contract proposals as requested to ensure continued funding.

**Professional Improvement - 5%**

- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.

**Health and Safety-Applied to all duties and functions.**

- Support the association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

**EEO/EPO and Policy-Applied to all duties and functions.**

- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Be aware of, and adhere to, established Cornell Cooperative Extension Association of Nassau County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

**POSITION DETAILS:**

There are 2 temporary, full-time, non-exempt positions, 40 hours per week. The hourly rate for the position is \$28.00 - \$30.00, commensurate with experience. This position, based on eligibility, offers a comprehensive benefit package, to include: health and dental insurance, and NYS retirement.

**Pay Rate Type: Hourly****HOW TO APPLY:**

*Review of applications will begin immediately. Position will remain open until close of day on April 30, 2024 and until a qualified pool of candidates is obtained.*

Visit the following link to Apply: [https://cornell.wd1.myworkdayjobs.com/CCECareerPage/job/New-York-State-Other/Community-Energy-Educator---East-Meadow--NY\\_WDR-00044145](https://cornell.wd1.myworkdayjobs.com/CCECareerPage/job/New-York-State-Other/Community-Energy-Educator---East-Meadow--NY_WDR-00044145)

*Applicants need to attach/upload a resume to the online application in either Microsoft Word or PDF format. In the “Experience” section of your application, use the Paperclip icon to search for file(s) or use the “Drop Files Here” box to manually drag document(s) into your application. Once the application is submitted you will not be able to change your submission or add attachments.*

*External Applicants: (including current employees of other Cornell Cooperative Extension Associations) please refer to the Applying for a Job (External Candidate) document for additional guidance.*

*Internal Applicants: Current employees of the Cornell Cooperative Extension Association indicated in this job posting are considered internal applicants; please refer to the Applying for a Job (Internal Candidate) document for additional guidance.*

Human Resources at [eh482@cornell.edu](mailto:eh482@cornell.edu)

Sponsorship for employment visa status is not available for this position.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so that you may participate in the selection process you are encouraged to contact Cornell Cooperative Extension Administrative Systems at (607) 255-6120, or via email at: [cce.recruitment@cornell.edu](mailto:cce.recruitment@cornell.edu).

Cornell Cooperative Extension is a collaboration among Cornell University, the United States Department of Agriculture, the State of New York, and the residents of New York State. Per NYS Law, county and regional extension service associations are subordinate government agencies. This employment opportunity is with the entities listed and not with Cornell University.

**University Job Title:**

Association Temporary Program

**Pay Rate Type:** Hourly

**Number of Openings:** 2

**Current Employees:**

If you currently work at Cornell University, please exit this website and log in to [Workday](#) using your Net ID and password. Select the Career icon on your [Home](#) dashboard to view jobs at Cornell.

**Online Submission Guidelines:**

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter. You can upload documents either by “dragging and dropping” them into the dropbox or by using the “upload” icon on the application page. For more detailed instructions on how to apply to a job at Cornell, visit [How We Hire](#) on the HR website.

**Employment Assistance:**

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Office of Workforce Policy and Labor Relations at voice (607) 255-6866, fax (607) 255-0298, or email at [equalopportunity@cornell.edu](mailto:equalopportunity@cornell.edu).

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also visit the office of Workforce Recruitment and Retention Monday - Friday between the hours of 8:30 a.m. – 4:30 p.m. to use a dedicated workstation to complete an online application.

**Notice to Applicants:**

Please read the required Notice to Applicants statement by [clicking here](#). This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

**EEO Statement:**

***Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.***

<http://ccenassau.org/>

*Building Strong and Vibrant New York Communities*

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.