Sustainable Westchester Inc.

**Job Description: Community Outreach Coordinator, Westchester Smart Power Program**

The Community Outreach Coordinator is responsible for performing various support activities in pursuit of the overall goals of the innovative, first-of-its-kind-in-New-York Westchester Power Program.

The Community Outreach Coordinator will manage program outreach and community inquiries for assigned municipalities. By assuming responsibility for maintaining client satisfaction and increasing total participation, the Outreach Coordinator plays a crucial role in allowing the program to continuously adapt and improve. The Outreach Coordinator must be motivated to deepen his or her knowledge of the Westchester Power Program and other related policy areas by attending meetings and training sessions, and through private study. The Community Outreach Coordinator reports to the Program Director.

**Essential Duties and Responsibilities**

- Support design and rollout of initiatives and programs associated with the Westchester Power Program (a/k/a Community Choice Aggregation).
- Provide direct community outreach and engagement support in participating municipalities.
- Resolve issues by investigating problems; develop solutions; prepare reports; make recommendations to management.
- Maintain professional and technical knowledge by attending educational workshops; review professional publications; establish personal networks; participate in professional societies.
- Assist in planning and executing the community relations process by aiding in messaging, advertising, website maintenance, etc.

**Qualification Requirements**

The position is based in the Village of Mount Kisco in Westchester County, and requires regular travel to offsite meetings and events across the County. The candidate must have a clean driver’s license and access to a reliable fully-insured automobile.

The position requires some weekend and evening attendance at community events.

Meeting and duties include supporting, participating in and organizing community events, municipal and civic group meetings, volunteer training and other activities.

All candidates must demonstrate a commitment to the mission, values, and philosophy of Sustainable Westchester.

All candidates must demonstrate aptitude for problem-solving; ability to determine solutions for customers (consultative approach) and must possess excellent verbal and written communication skills.

All candidates must demonstrate must be results-orientated and able to work both independently and within a team environment.

A post-secondary degree and 2 years of related experience or equivalent.

Fluency with MS Office Suite (Word, Excel, etc) is required, and familiarity with social media and design tools (such as Adobe Creative Suite) is a preferred.

**Compensation and timing**

Sustainable Westchester anticipates hiring part-time staff for a start date of April 1, 2016, but reserves the right to hire full time staff at any time as that may be beneficial for the Program or to alter the start date. Compensation will be commensurate with experience. Sustainable Westchester is an Equal Employment Opportunity Employer committed to a diverse workforce.
Submission of interest
Interested candidates must submit inquiries by email to Glenn Weinberg, Interim Program Director gweinberg@sustainablewestchester.org.
The email’s subject line must read: “Community Outreach Coordinator Job.”
Applications must include a resume not to exceed 2 pages as well as a cover letter not to exceed 2 pages.
Neither resume nor letter may use a font smaller than 10 point in type size. The document must have at least 1 inch margins.

About Sustainable Westchester
Sustainable Westchester is a New York not-for-profit corporation, with 501(c)(3) status, whose membership consists of 40 municipalities is Westchester County, representing more than 330,000 households and small businesses. Sustainable Westchester was founded to generate equitable and ecologically responsible economic growth through innovative, participatory, and replicable initiatives. Member municipalities collaborate on ecologically sustainable programs that stimulate the local economy and secure the health and well-being of Westchester residents now and in the future. SW facilitates effective sustainability initiatives, engages community stakeholders, and shares tools, resources, and incentives to create healthier, vibrant and attractive communities, now and in the future. http://sustainablewestchester.org/

About Westchester Power
Sustainable Westchester has been granted approval by the NYS Public Service Commission (PSC) to implement the first Community Choice Aggregation (CCA) program in New York State for its municipal members. SW has been working to bring CCA to New York State for over four years, and has been responsible for drafting all statewide and local CCA legislation. The Sustainable Westchester CCA is a demonstration program for both electricity and natural gas customers, and the PSC intends to gather data and experience from SW to inform a forthcoming Order that will define statewide rulemaking.

Sustainable Westchester will serve as Program Manager for the Westchester Power Program (a/k/a Community Choice Aggregation) with participating cities, towns and villages of Westchester County. Through the Program, local governments and their constituents are achieving a powerful range of objectives:

- Competitive, often significantly lower, electricity rates.
- Transition to a cleaner, more efficient energy supply.
- Consumer choice, consumer protection, and local control.
- Local jobs creation and economic development.
- Local delivery channel for new and existing energy programs such as feed-in-tariff, net energy metering, energy efficiency retrofits, PACE financing, distributed rooftop and community-shared solar, and demand response technologies.
- Development of new power projects to augment contracted power.

http://sustainablewestchester.org/community-toolkits/cca

{Last revised March 22, 2016}