



Resilience and Adaptation Coordinator

The Hudson Valley Regional Council (HVRC) is seeking applicants for a full-time Resilience and Adaptation Coordinator. HVRC is an organization of county governments comprising Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties. It is one of over 650 such councils in the United States. HVRC helps municipalities access and understand information and grants from the state and federal level, and provides technical assistance on environmental and sustainability programs, economic development, materials management, and water resources. Our programmatic areas are funded by the US Department of Commerce Economic Development Administration (US EDA), US Environmental Protection Agency (US EPA), New York Department of Environmental Conservation and its Hudson River Estuary Program, and the New York State Energy Research and Development Authority. HVRC also receives support from the county governments of the Mid-Hudson Region.

The successful applicant will carry out tasks related to the NYS Department of Environmental Conservation's (DEC) Climate Smart Coordinator Services Program for the seven-county Mid-Hudson Region.

The Resilience and Adaptation Coordinator will primarily be responsible for delivering technical assistance and guidance to local governments seeking support for climate vulnerability assessments and climate adaptation planning efforts. The role will also include supporting municipalities on Climate Smart Communities Certification, including greenhouse gas emissions inventories and climate action plans.

Duties include:

- Support local governments in conducting climate vulnerability assessments, developing climate adaptation plans and evaluating policies for climate resilience.
- Assist local governments in relevant research related to planning, zoning and emergency preparedness.
- Assist local governments in developing strategic public outreach and engagement campaigns involving key municipal stakeholders and community residents.
- Connect local governments with relevant resilience-related programs, funding and grant opportunities.
- Conduct local presentations and on-site and/or virtual training/workshops to local officials and community stakeholders on program-specific topics.
- Assist local governments with understanding and completing actions toward New York State's Climate Smart Communities Certification and Clean Energy Communities Program, including supporting completion of greenhouse gas emissions inventories and climate action plans.

- Maintain regular records of community progress and grant project completion, partnerships, meetings, referrals, and other activities through all necessary reporting platforms.
- Other duties as assigned.

Minimum qualifications are a master's degree in urban planning, environmental science, geography, or a related field, and one year's experience in sustainability, adaptation, or urban planning, or a bachelor's degree in urban planning, environmental science, geography or a related field, and three years' relevant experience. Must be knowledgeable about climate adaptation planning, NY State local government operations, and NYSDEC and NYSERDA programs. Must be collaborative, passionate, able to work independently within programmatic structures, and motivated to make new contacts and engage communities. Must have strong public speaking and writing skills as well as experience with outreach and engagement to a variety of stakeholders, including clarity of presentation and facility with gauging audiences. Must possess proficiency in Microsoft Office suite (Excel, PowerPoint, Word, Outlook, Teams; Access a plus); facility with GIS, Salesforce Customer Relations Management system and social media welcomed. Professional working proficiency in Spanish is a plus. Position requires use of own vehicle for off-site travel, including ongoing evening meetings throughout the Mid-Hudson Region; travel expenses reimbursed at federal rates. Must reside in one of the seven Mid-Hudson counties. Position reports to Climate Action Planning Manager. Salary range of \$55,000 - \$65,000.

HVRC is an equal employment opportunity employer. HVRC employs, retains, promotes, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, genetic predisposition, marital status, military status, sexual orientation, disability, or status as a victim of domestic violence.

HVRC shall not discriminate against any applicant or employee with a sensory, physical, or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of the essential duties and responsibilities of the job. Employees with physical or mental health conditions that may qualify as disabilities as defined by federal or state law should make HVRC aware of their need for an accommodation as soon as it arises. HVRC will work with each individual to define their job-related needs and to try to reasonably accommodate those needs.

Please email your cover letter, résumé, and position-related writing sample to the attention of Climate Action Planning Manager Mary Lambert at mlambert@hudsonvalleyrc.org by 4:00pm on Wednesday, May 21, 2025.

Hudson Valley Regional Council • 105 Ann Street #2 • Newburgh, NY 12550