



Clean Energy & Climate Smart Communities Coordinator

The Hudson Valley Regional Council (HVRC) is seeking applicants for a full-time Clean Energy & Climate Smart Communities 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 New York State Energy Research and Development Authority's (NYSERDA) Clean Energy Communities Program and New York State Climate Smart Communities Program for the seven-county Mid-Hudson Region.

Duties of a Clean Energy & Climate Smart Communities Coordinator will primarily include conducting outreach and delivering technical assistance services and guidance to local governments interested in pursuing clean energy planning and projects specific to the Clean Energy Communities and Climate Smart Communities Programs. Duties will include:

- Assist local governments with understanding and completing the required actions to become designated Clean Energy Communities (CEC).
- Assist local governments with becoming Certified Climate Smart Communities (CSC).
- Assist local governments with accessing and managing associated CEC grant resources from NYSERDA, serving as a liaison between NYSERDA and local governments.
- Assist local governments in completing municipal and community greenhouse gas emissions inventories, benchmarking the energy use of municipal buildings, and assisting communities in reducing greenhouse gas emissions through energy efficiency upgrades and renewable energy projects.
- Assist local governments in completing climate action plans to reduce emissions both at the municipal and community level.
- Assist local governments in adopting model codes and streamlined clean energy permitting processes.
- Assist communities in increasing the deployment of alternative fuel vehicles and associated fueling infrastructure.
- Conduct local on-site trainings and workshops to groups of interested local officials and community stakeholders on specific clean energy topics.
- Identify and connect communities with relevant clean energy programs and grant opportunities.
- Maintain regular records of community progress and grant project completion, partnerships, meetings, referrals, and other activities through all necessary reporting platforms.
- Assist local governments in developing strategic public outreach and engagement campaigns involving key municipal stakeholders and community residents.
- As needed, support local governments in conducting climate vulnerability assessments, developing climate adaptation plans and evaluating policies for climate resilience.
- As needed, assist local governments in relevant research related to planning, zoning and emergency preparedness.
- Prepare updates for HVRC's Board of Directors on CEC work.
- Other duties on other HVRC programmatic areas, as assigned.

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.

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 NYSDERDA programs. Must be collaborative, passionate, able to work independently within programmatic structures, and motivated to make new contacts and engage communities. Candidate must have excellent verbal and written communication skills in English, with demonstrated experience in public speaking, technical writing, and outreach to a variety of stakeholders. Clarity of presentation and the ability to gauge and adapt to diverse audiences are essential; professional working proficiency in Spanish is a plus. 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.

Continuous employment eligibility is a requirement for this position. Candidates must be legally authorized to work in the United States at the time of application and throughout the duration of employment. HVRC is unable to sponsor or take over sponsorship of an employment visa at this time. This is a hybrid position requiring regular in-person meetings and travel throughout the Mid-Hudson Region. Candidates must have access to reliable transportation and be available for evening meetings as needed. Travel expenses reimbursed at federal rates. Must reside in one of the seven Mid-Hudson counties. Estimated starting salary range for this position is \$50,000 - \$65,000 and will be commensurate with experience. This position reports to the Deputy Executive Director.

This position is classified as at-will, meaning either the employee or HVRC may terminate employment at any time, with or without cause or notice, subject to applicable laws.

Please email your cover letter, résumé, and a relevant writing sample to the attention of HVRC Financial and Administrative Director Robin Sattin at rsattin@hudsonvalleyrc.org by September 5, 2025.