



Position Available: Energy Outreach Counselor

Chhaya is seeking an energetic part-time Energy Efficiency Coordinator to assist with its energy efficiency program for Queens homeowners. Retrofitting buildings to improve their energy efficiency is a critical step in transforming New York City into an environmentally sustainable city. These improvements are especially important in New York's low- and moderate-income communities, where housing stock is often in poor condition, resulting in the negative health impacts of poor indoor air quality and the disproportionate financial burdens of high energy and water costs for residents. Chhaya is partnering with the New York State Energy Research and Development Authority (NYSERDA) and some of the city's leading community-based organizations (CBOs) to retrofit the housing in Queens neighborhoods. The Energy Efficiency Coordinator will be part of Chhaya's dynamic Housing Preservation program team.

About Chhaya CDC

Based in Jackson Heights, Queens, New York, Chhaya Community Development Corporation is a community organization that organizes, educates and offers one-on-one counseling to South Asians, new immigrants, and other New York City residents in the areas of housing rights and civic participation. Our work encompasses issues of tenant rights, homeownership, foreclosure prevention, housing rights, civic engagement, and affordable housing opportunities, as well as advocating for community needs through research and advocacy. Our programs are offered in Bengali, English, Hindi, Nepali, and Urdu out of our offices in northwestern Queens, as well as in public venues such as public libraries and local community centers throughout the borough.

Responsibilities will include:

- Adapt and carry out an outreach plan, which includes organizing local events and conducting workshops and individual follow-up to educate and engage neighborhood residents about energy efficiency, home energy audits and retrofits;
- Develop connections and oversee communications with potential partners—block associations, Community Boards, houses of worship, elected officials, other South Asian and Queens-based non-profit organizations, local businesses, community members and other neighborhood institutions—to cultivate neighborhood support for the initiative;
- Effectively communicate the problem of climate change and the benefits of energy efficiency to diverse audiences;
- Coordinate all aspects of communication with homeowners, from preliminary meetings and conducting intake to following up after home energy audits and retrofits;
- Maintain working knowledge of incentives available to finance weatherization and retrofit work;
- Assist homeowners in applying for grants and financing for retrofits;
- Accompany contractors during (some) energy audits in clients' homes;
- Assist homeowners in interpreting energy audit reports and taking action on the recommendations for their homes;

- Update energy efficiency workshop content, as necessary;
- Engage with local contractors and maintain positive relationships and regular communication with them;
- Follow up with partners regarding homeowners' applications for grants and financing, as well as workscope approval, in a timely manner;
- Participate in program development, staff training and information sharing among partners in this initiative;
- Track outreach efforts, counseling time, homeowner leads, and progress toward target outcomes in both NYSERDA's and Chhaya's client management systems;
- Manage client hard-copy files while maintaining privacy;
- Complete regular internal and external reports on and evaluations of energy efficiency program and activities;
- Assist in Chhaya's special events, critical initiatives and other special cases that require full staff participation.

Qualifications:

- Bachelor's degree, ideally in the fields of Environmental Studies, Urban Planning, Political Science, Public Policy, Sociology;
- Strong interest in the environmental and sustainability field, and making this field accessible in your community;
- Bilingual in English and Spanish or any south asian languages
- Highly organized, including in conducting timely follow-up with potential program participants;
- Background in outreach, organizing or customer-centric work;
- Highly self-motivated;
- Highly attentive to detail;
- Excellent public speaking capacity;
- Comfortable cold calling, knocking on doors, and sometimes meeting with people in their homes;
- Excellent communication skills;
- Ability to multi-task in a busy work environment;
- Exceptional people and interpersonal skills;
- Excellent computer skills, especially in Microsoft Office;
- Capacity to follow through on both small and large tasks;
- Experience working in diverse, multicultural and immigrant communities preferred;

Reports to: Housing Preservation Program Manager.

Salary: Competitive salary commensurate with experience. This is a part-time position, requiring upto three days a week and occasional weekend and evening hours. This position may be combined with the open part-time position for Foreclosure Prevention Counselor for a full time position for the right candidate.

To apply: Send a resume, cover letter and list of two references to careers@chhayacdc.org, with **Energy Efficiency Coordinator** in the subject line. For more information on Chhaya, please visit our website: www.chhayacdc.org. **No phone calls please.**

Chhaya CDC is an equal opportunity employer.