



Position Description:

Energy Specialist for Local Governments and Schools

Location: Albany, New York

Position Type: Full-Time

Overview

The Municipal Electric & Gas Alliance (MEGA) is seeking an enthusiastic and committed early career professional to join our team as an Energy Specialist. This role is specifically designed for individuals passionate about serving local governments throughout New York State, assisting them in purchasing electricity, natural gas, and renewable energy. The ideal candidate will possess a basic understanding of the energy industry, be familiar with the operations of local governments in New York State and be a proactive communicator who is eager to learn and grow within the role.

Key Responsibilities

- Coordinate and attend meetings with energy supply partners, local government officials and school leaders.
- Collaborate with local government leaders and officials to understand their energy needs and procurement goals.
- Develop and maintain relationships with energy suppliers, local government officials, and stakeholders.
- Provide clear, consistent communication, and updates to all stakeholders as needed, and throughout the procurement process.
- Organize and present educational workshops, webinars, and/or articles on energy procurement and best practices for local government officials.
- Facilitate the procurement process for electricity and natural gas, ensuring compliance with state regulations and procurement standards.
- Become familiar with energy market trends to formulas for optimal purchasing strategies.
- Continuously seek to improve knowledge of the energy market, procurement strategies, and regulatory changes affecting energy procurement in New York State.
- Lead communication and marketing activities, including production of newsletters, basic website updates, targeted advertising, and conference visibility.

Qualifications

- Self-motivated, with a strong desire to learn, grow, and take on new challenges.
- Bachelor's degree required, with a preference for degrees in Business, Public Administration, Communication, or Marketing.

- Familiarity with the operational structure and challenges faced by local governments in New York State.
- Basic understanding of the energy industry, especially regarding electricity and natural gas procurement.
- Excellent communication and interpersonal skills, with the ability to engage effectively with a diverse range of individuals and groups.
- Authentic and transparent in all interactions, with the ability to build trust and strong relationships.
- Ability to organize, prioritize, and manage multiple projects and tasks effectively.
- Willingness to travel within New York State as required.

What We Offer

- A dynamic and supportive team environment.
- Opportunities for professional development and growth within the organization.
- Valuable insight into the energy industry, its challenges, and opportunities.
- The ability to make a real difference for New York municipalities and schools.
- Office in Albany, required for first six months with up to two days a week hybrid option after probationary period.
- Salary range begins at \$55,000 and grows commensurate with experience, plus a benefits package.

Join Us

If you are a motivated individual looking to contribute to our mission of assisting local government leaders in navigating the complexities of energy procurement in New York State, we encourage you to apply. This is your chance to be part of a team that values authenticity, service, and the ability to make a significant impact in the communities we serve.

Application Process

Interested candidates are invited to submit a resume and a cover letter detailing your interest in the position and relevant experience. Applications will be reviewed on a rolling basis until the position is filled. Selected candidates will be invited to interview with our hiring team. Send your materials to mlavigne@megaenergy.org.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Learn more about the Municipal Electric and Gas Alliance (MEGA) at www.MEGAenergy.org.

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