



Sustainability Program Coordinator – Environmental Programs Assistant

Definition

Under the direction of the Sustainability Manager, the Sustainability Program Coordinator (Environmental Programs Assistant) will assist to plan, organize and coordinate the implementation and reporting of measures and policies defined within the City's Climate Action Plan and General Plan Sustainability Element. This position will assist to assess and measure the City's progress on reaching its greenhouse gas reduction goals of 15% below 2010 levels by the year 2020, and collect data to conduct a greenhouse gas inventory.

This position requires a multi-faceted, energetic self-starter with excellent communication and diplomacy skills to drive sustainability projects forward and to accelerate the City's leadership in the sustainability field. Experience working for or with a government agency; the ability to work autonomously as well as closely and compatibly with several team members; an awareness and appreciation of the cultural diversity of the community; the organizational and analytical skills to perform a variety of research, administrative and analytical duties; the creativity and software background to design compelling outreach tools; the foresight and fortitude to complete complex projects within a relatively short timeline; and the interpersonal skills to work across city departments and divisions, with elected officials, outside agencies, organizations and the general public.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Assist Sustainability Program Manager and the Sustainability team as directed.

Perform the division's key administrative functions.

Organize and maintain Sustainability Division filing system and electronic folders.

Research and make necessary purchases, track the Division's orders from start to close, and process invoices and payments.

Write and process authorized consultant and service agreements.

Systematically organize project documents.

Help develop and maintain filing system for pertinent photos and make them available to other City staff upon request.

Assist in writing partner support letters for grant applications and initiatives.

Assist sustainability staff in seeking and writing grant applications.

Complete and submit reports required by grantors.

Schedule, coordinate and host community events, workshops, meetings etc.; including Annual Earth Day event.

Keep notes and provide summaries of meetings attended.

Respond to customer service requests, letters, emails, and drop-in visitors from the public.

Respond professionally to complaints and provide follow-through and resolution in a timely manner.

Coordinate follow-up and conduct first level of investigation to resolve customer questions, concerns and complaints.

Implement a wide range of long and short-term Sustainability projects to help implement the Climate Action Plan (CAP).

Collect, verify input and maintain accuracy of data, records and field reports.

Create and maintain databases and Excel spreadsheets for tracking various project data; greenhouse gas emissions inventory data; and Climate Action Plan progress.

Prepare components of annual CAP progress reports to submit to Sustainability Commission and City Council.

Track utility expenditures and usage for energy, natural gas, water, fuel.

Summarize project progress and provide monthly status of implementation.

Analyze data to identify trends and inform decision makers.

Develop outreach materials, articles, brochures and presentations on specific topics as needed to facilitate education and awareness.

Upon adoption of new local policies or ordinances, provide direct support to community and staff on compliance.

Conduct outreach and support through direct contact in the community, in local schools, college classrooms, at city counters, workshops and community events.

Represent the City at countywide public education and outreach meetings, review collaborative projects and provide comments that support City standards, professionalism, goals and initiatives.

Make presentations to local schools and colleges and public meetings as directed.

Assist Public Outreach Coordinator with implementation of outreach plans, campaigns, branding, and messaging.

Understand community based social marketing techniques and help implement a strategic plan to incorporate the techniques and evaluation methods in the City's Sustainability outreach campaigns.

Write electronic newsletter articles on assigned topics.

Create web pages, flyers, brochures, and assist with the development of educational and training videos as needed.

Host table at several City, countywide and regional events and festivals.

Assist with volunteer recruitment.

Perform other duties as required.

Qualifications

Knowledge of:

Operational characteristics, services, and activities of assigned sustainability programs.

Applicable federal, state and local laws, codes, regulations and agreements.

Principles and practices of record keeping and data management and proficiency in creating and maintaining GHG inventory databases, Excel spreadsheets.

Methods and techniques of data collection, research, and report preparation.

Ability to:

Plan, organize, coordinate, administer, and evaluate assigned environmental projects.

Review documents and reports for completeness and accuracy.

Communicate clearly and concisely orally and in writing.

Suggest procedures to improve assigned program services and activities.

Conduct accurate and thorough research and prepare clear, complete, concise elements for annual reports.

Understand and apply various federal, state, and local laws and ordinances, as well as internal City policies and procedures.

Analyze and evaluate data to identify trends and / or inconsistencies.

Work with various groups to promote and support partnerships and coalitions.

Represent the City in a professional manner when responding to inquiries from the public, City staff, or other agencies.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, environmental science, planning, communications or a related field.

One (1) year of experience in environmental science, planning, public policy, communications or a related field with some administrative support responsibility is required. Two (2) years of experience is preferred. Public sector experience is a plus.

Licenses and Certifications

Possession of, or ability to obtain an appropriate, valid California driver license.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City meeting sites including outside field locations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Outside work will occur in a variety of inclement conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.