

Green Communities Coordinator

Part-time position

The City of Salem is seeking a part time coordinator from a local college or university to support our sustainability programs. This person will assist with development, maintenance, and analysis of energy use data. This person will also work to update the City's processes to include more sustainability. Daily activities include data collection, data entry and analysis, research into other municipal programs to improve sustainability, writing grants, and improving sustainability & resiliency in the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Sustainability, Energy, and Resiliency Committee (SERC) to develop and implement activities, events, and programs that support sustainability in Salem.
 - Daily activities might include planning events, creating marketing materials, social media updates, updating the website, preparing agendas, writing meeting minutes, and other activities that support SERC.
- The City of Salem has signed on to the Global Compact of Mayor's, and the Green Communities Coordinator will also work with the City to support that commitment to reducing and mitigating climate change.
- Work with SERC to develop a roadmap/plan to meet the City of Salem's 100% Clean Energy Resolution and help with the initial steps of the Green Building Ordinance.
- Work with the Director of Capital Projects & Municipal Operations and the Sustainability and Resiliency Coordinator to meet the Green Communities Act requirements.
- Grant writing, data entry and analysis, and research into various sustainability and resiliency programs around the state and country.

QUALIFICATIONS

Qualified applicants should be passionate and pursuing a degree in a related field (energy, environmental science, sustainability, engineering, etc.) at a local college or university. Qualified applicants should possess the following:

- Proficiency in the Microsoft suite of applications (Word, Excel, OneDrive, Outlook, etc.)
- Professional verbal and written communication
- Experience with databases, research, and finance tools
- Good with graphics and social media
- Focused and detail-oriented
- Work independently and have flexible hours

The Green Communities Coordinator would work under the Director of Capital Projects & Municipal Operations, the Sustainability and Resiliency Coordinator, and under the advisement of SSU Geography professor, Dr. John Hayes (and member of SERC), for up to 6 months (October-March) with a possible extension to 1 year. The position is paid minimum wage for up to 19 hours a week at 98 Washington Street and remote.

WORK ENVIRONMENT

Duties involve a combination of activities in normal office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Regular use of computer keyboards requiring eye-hand coordination and finger dexterity. While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, and depth perception. The noise level in the work environment is usually moderate. Employee may be required to work outside in all types of weather.

Interested individuals are encouraged to apply to jobs@salem.com until position is filled.

Human Resources, Lisa B. Cammarata, Director
98 Washington Street,
Salem, MA 01970

DATED: September 24, 2020

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