**JOB DESCRIPTION**

**TITLE:** Sustainability Planner I or II

**CATEGORY:** Full Time Professional

**SUPERVISOR:** Sustainability Planner I or II works under the supervision of the Deputy Director and the Executive Director

**SALARY RANGE:** $65,000-$85,000 depending on qualifications

**DUTIES AND RESPONSIBILITIES:**

**ESSENTIAL FUNCTIONS:** Employee primarily engages in technical planning support work to advance local and regional clean energy and environmental sustainability initiatives and programs.

- Manages projects and provides a range of professional level planning and technical assistance to advance local and regional initiatives including stormwater management, Green Communities, climate adaptation and resiliency, decarbonization, air and water quality, and other environmental planning efforts
- Promotes the development of local and regional clean energy and environmental initiatives by leveraging state, federal, and private funding, including by seeking funding and preparing grant applications
- Provides technical and administrative assistance to the Northern Middlesex Stormwater Collaborative, a consortium of communities working together to address Municipal Separate Storm Sewer Systems (MS4) permit requirements
- Reviews and comments on policy documents, environmental reviews under Massachusetts Environmental Policy Act (MEPA), and proposed legislation and regulatory and policy changes at the state and federal levels
- Ensures that NMCOG documents comply with Federal and State environmental regulations
- Prepares and reviews energy and environmental elements of community master plans
- Provides research, data collection, and contributes to local open space and recreation plans, disaster mitigation plans, hazard mitigation plans, and emergency preparedness plans
- Works in partnership with local and regional partners, including representing NMCOG on regional collaborative and state study commissions
- Presents information and recommendations to the Council, committees, advisory committees, member municipalities and the public
- Attends evening meetings as required
• Performs other duties as assigned

Minimum Qualifications:

Required Skills

• Knowledge of master plans, permitting processes, public policy, smart growth, stormwater management, climate change and adaptation, and other sustainable planning techniques and strategies
• Knowledge of principles, methodology, practices of research and data collection
• Knowledge of environmental justice communities, climate vulnerabilities and assessment tools, and energy systems and analyses
• Skills establishing and maintaining effective working relationships with member municipalities, state and federal agencies, utilities, nonprofit organizations, advocacy groups, consultants, and the public
• Skills managing projects, time and projects appropriately, with demonstrated success in managing concurrent projects
• Ability to communicate effectively, verbally and in writing, with strong public speaking, presentation, and facilitation skills
• Ability to maintain professionalism and diplomacy
• Ability to operate a computer and related software including Microsoft Office 365 Suite
• Ability to work independently on complex projects, and an ability to quickly adapt with minimal coaching to new situations, processes and priorities

Education and Experience

Candidates must have either a Bachelor’s degree in environmental science, urban planning, engineering, public policy/administration, or a closely related field and at least 3 years of relevant experience; or a Master's degree in one of the above listed fields plus at least 2 years of relevant experience. A Master's degree and/or significant additional experience is required for the Planner II position. Ideal candidates will have three to five years of professional experience in one of the above listed fields, plus municipal planning or regional planning experience.

Licenses, Certifications, and Equipment

• A valid driver’s license is required
• AICP certification preferred but not required

The position is open until filled and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume to Lesley Shahbazian, lshahbazian@nmcog.org. Candidates selected to interview may be asked to submit a sample of relevant writing or work product. Candidates must have legal authorization to work in the US and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. NMCOG participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.
NMCOG offers excellent Massachusetts state employee benefits and a flexible, hybrid work environment. NMCOG is an Equal Opportunity and Affirmative Action Employer.