

## **SUSTAINABILITY PROGRAM COORDINATOR**

As the regional council for Maine's Greater Portland and Sebago Lakes areas, GPCOG is an association of cities and towns serving rural, suburban, and urban areas. We take pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future of our growing region. We do this through a variety of programs, services, projects and initiatives – all with the goal of improving the lives of our community members and making our region the best in the country.

One of Greater Portland's greatest strengths is the growing diversity in its communities. The Greater Portland Council of Governments believes that diversity, equity, and inclusion considerations should shape every area of its work, internally and externally; internally, by creating and maintaining an inclusive organizational culture and, externally, by focusing explicitly on equity and inclusion to ensure increased accessibility and pathways to prosperity for all community members. Our work progresses when our team can draw on a wide range of personal experiences and backgrounds, and when each member is open to learning from the experiences of others, both internally and externally.

As an equal opportunity employer, GPCOG embraces all applicable state and federal laws and regulations and does not discriminate against applicants for employment or employees because of race, color, creed, religion, ancestry, national origin, sexual orientation, sex or gender, gender identity or expression, pregnancy, medical conditions, age, disability or other handicap, genetic information, marital/familial status, veteran status, military status, or income or status with regard to public assistance in any aspects of our personnel policies, working conditions, or hiring and recruitment.

To create and nourish a diverse workforce in the Greater Portland and Sebago Lakes region, GPCOG encourages members of groups traditionally underrepresented in local government and professional positions to apply for career opportunities.

GPCOG recognizes the value of a healthy work/life balance for our team members and as such, we provide a variety of benefits to promote that balance. GPCOG encourages opportunities for career advancement through tuition assistance and professional development opportunities, leadership programs, and participation in local and national organizations. GPCOG also offers flexible schedules and remote work options as well as paid time off and holidays. GPCOG employees also may be eligible for health, vision and dental insurance, employer paid short-term disability coverage, participation in a Defined Contribution retirement plan and Deferred Compensation Plans that employees can opt into for additional retirement funding.

The Sustainability Program Coordinator is a position on GPCOG's Sustainability Team that will bring expertise in climate action and project management to support successful delivery of a portfolio of emission reduction and climate resilience projects. The role will be a balance of developing new programs and managing and delivering existing programs. This position will interact with diverse stakeholders, including internal GPCOG staff teams, municipal staff from GPCOG's member communities, regional non-profits and businesses, funders, vendors, State agencies, and elected and appointed officials.

The Sustainability Team at GPCOG is a leader in climate change mitigation and resilience in Maine. Joining this small team provides an opportunity to create change at a community level and lead regional action that reduces emissions, builds resilience to climate impacts, and prepares the region for the climate crisis. This is a dynamic and fast-paced team that is looking for someone who thrives working on a variety of projects across all aspects of climate action.

### **What you'll do**

- Manage existing projects related to electrification, emissions reduction, and climate resilience. This includes;
  - Developing internal scopes of work and detailed work plans
  - Leading multi-disciplinary teams to implement projects, delegating tasks and tracking progress
  - Managing reporting and financial flows and evaluating and reporting on project results
  - Writing technical recommendations, reports, and designing impactful presentations
- Support the Resilience Program Manager in reporting progress of the Resilience Corps Fellowship program to two main, federal funding agencies. This includes collecting anecdotal feedback from program participants and partners, data related to program reach, organizing and analyzing it, and distilling it into succinct program reports.
- Work alongside the Community Engagement Manager to track program impact and evaluation of the Resilience Corps program, and potentially other sustainability initiatives.
- Along with the Director of Sustainability and Director of Strategic Partnerships, identify aligned funding opportunities, develop partnerships, and prepare proposals to bring in new funding.
- Professionally manage and maintain pivotal relationships with partners and funders for various Sustainability Programs and the Resilience Corps program.

### **What you bring**

- Knowledge of and demonstrated experience with effective climate action strategies that reduce greenhouse gases and build resilience to climate change; this could include energy-efficient buildings, transportation electrification, and renewable energy on the mitigation side and coastal and inland adaptation strategies on the resilience side.
- Strong writing, copy editing, and presenting skills.
- Strong organizational, project management, and record-keeping skills with an emphasis on accuracy and efficiency.
- Demonstrated ability to research, analyze, and interpret data from various sources to produce technical and nontechnical information and reports.
- Experience with stakeholder outreach and engagement with a diverse range of partners.
- A strong sense of professionalism and ability to meet deadlines among competing demands.
- Proficiency with Microsoft Office applications including Excel, Word, PowerPoint, and Outlook.
- Ability to multitask and perform under tight deadlines independently and as part of a team.
- At least five (5) years' experience in a professional setting or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.
- Expertise and experience in the field of climate resilience is a plus.
- Experience with GIS is a plus.

- Experience managing federal or state grants is a plus.

### **What to know**

- Driving or access to reliable transportation, occasional travel, and extended hours are required including occasional nights and weekends.
- GPCOG offers competitive benefits, a fun, flexible, family-friendly, and creative work environment, and an annual salary to the high 50s for the right, well-qualified applicant.
- Work hours and schedule may be flexible, up to 40 hours per week, with the ability to work partly from home. Hours and work times are adjustable based on circumstances and on what you bring to the position.
- People of color, people with disabilities, members of traditionally underrepresented groups, and veterans are welcome and encouraged to apply.

### **What to do now**

- Go to <https://tinyurl.com/3vjnyk6> to provide your contact information, then:
  - Upload your cover letter telling us why you want to join GPCOG's team as a Sustainability Program Coordinator.
  - Upload your résumé, highlighting your education, relevant experience, and skills, and
- Submit all of these no later than March 24, 2024.
- All applications must be submitted using this application portal to be considered.

### **More to know**

Visit us at [www.gpcog.org](http://www.gpcog.org)