



JOB DESCRIPTION: Sustainability Coordinator Planning Department

Job Title: Sustainability Coordinator	Type of Position: Contract Position/Per diem
Unit/Division: Planning Department	Reports to: Town Planner
Review: As Required	Last review date: 9/16/2024

GENERAL DESCRIPTION

Under the general supervision of the Town Planner with overall management provided by the Town Administrator, the Sustainability Coordinator is responsible for assisting in the development and administration of programs, policies and initiatives to advance Jamestown's sustainability objectives.

This is a contract-based position to which specific projects, tasks or goals will be assigned by the Town Planner in coordination with the Town Administrator. The Sustainability Coordinator shall provide regular updates on the status of assigned projects and/or tasks along with a bi-weekly detailed request for billable hours.

DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversee the implementation and reporting of the Sustainable Jamestown program.
- Update the Sustainable Jamestown Plan as needed and prescribed by Town Planning.
- Oversee various sustainability data collection efforts, assist in establishing goals, and analyzes progress against key performance indicators and reports on goal progression.
- Identify and assist in the development of initiatives related to sustainability.
- Coordinate external requests for information related to sustainability issues, and works to develop sustainability reports and communications as needed.

- Identify opportunities for sustainability-related program funding (local, state, or private sources) and coordinate efforts with Town staff and other partners to solicit funding, develop project scopes, timelines and grants.
- Design and implement education related to the Town's sustainability goals and projects for citizens and Town employees.

JOB REQUIREMENTS

Education and Experience: Any combination of training and experience that would likely provide the required knowledge, skills and abilities is qualifying.

- A Bachelor's Degree in Environmental Sciences or a related field will be considered.
- Committed involvement in community sustainability issues will be considered for experience.
- Experience related to sustainability initiatives, either volunteer or paid.
- Proven ability for innovation, creativity and commitment to protection of environmental resources.
- Proven experience and success with grant writing.
- Ability to work cooperatively in an office environment
- Existing relationships with local, State, Federal, and non-profit partners considered positive
- Work independently, and operate various associated computer software necessary to perform assigned duties.

TOOLS & EQUIPMENT TYPICALLY USED

Personal computer and telephone

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

1. The work environment is typically in an office /work from home setting
2. The work conditions (light, noise level, temperature, etc.) are typical of an office setting.
3. The employee may occasionally lift and/or move objects up to 15 pounds. Specific physical abilities include close vision and the ability to use computer monitors for long periods of time, as well as the ability to communicate verbally in persona and on the phone.

4. This is a contract-based position to which specific projects, tasks or goals will be assigned by the Town Planner in coordination with the Town Administrator.
5. The Sustainability Coordinator shall provide regular updates on the status of assigned projects and/or task along with a bi-weekly detailed request for billable hours.