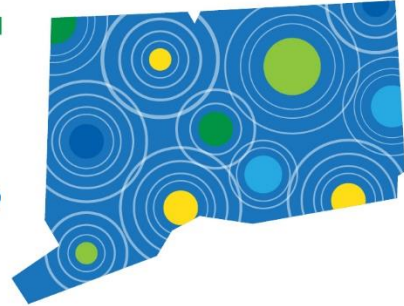


# Sustainable CT

Local Actions. Statewide Impact.®



## Sustainable CT Job Announcement January 2022

### Multiple Positions

#### Who We Are

Sustainable CT is a vibrant organization that inspires, supports, and celebrates action by Connecticut towns and cities. From renewable energy to healthy local food systems, welcoming and creative public spaces, and diverse affordable housing options, we help build communities that improve the lives of all residents. Our major program areas include: direct support to towns on a comprehensive roadmap of sustainability actions; funding for community-led sustainability projects; and a certification program to recognize communities' achievements.

Our Vision: Sustainable CT strives to be inclusive, innovative, and collaborative. We are committed to equity, and to creating communities where all are welcome and have the opportunity to thrive. We recognize the natural environment as the foundation for the health and well-being of all people and the strength of the local economy.

We are growing in our understanding of racism and the systems that perpetuate injustice. We actively welcome new voices and value the insights and perspective that a diverse team brings to the complex challenges of creating healthy communities across Connecticut. We seek to expand the diversity of our team and we have dedicated resources and support for professional development and team building. Please contact us if you seek accommodation in order to apply for this position.

#### Opportunities to Join Our Team

Sustainable CT is an evolving organization. We seek talented and creative professionals who share a passion for our mission, dedication to equity and inclusion, and a commitment to creating new models to address civic engagement and the climate crisis. We seek candidates to fill one or more of the following positions immediately: Program Manager, Program Coordinator, and Program Assistant.

### *Experience and Qualifications for All Positions*

- Dedication to Sustainable CT's mission, work, and team
- Excellent communication skills, oral and written
- Understanding of the interconnected concepts of sustainability in the Sustainable CT roadmap, with specific expertise in some areas
- Work style embraces: creativity, fun, flexibility, co-creation, eagerness to learn new things, comfort in taking risks, and trust
- Ability to work independently and in a virtual work environment and collaborate closely with the team
- Strong organizational and project management skills with a focus on detail and quality; proven ability to prioritize and successfully balance multiple deadlines
- Experience in building relationships and partnerships with a diverse range of people and organizations
- Strong understanding of Connecticut and experience working with municipal government
- Dedication to equity and inclusion, lived or professional diversity experience
- Eagerness to respond to changing program needs, innovate, and explore creative solutions
- Track record as a self-starter who is comfortable making your own schedule and creating structure around your day
- Proficiency with standard office technology and software (MS Office Suite, Google Drive, etc.)
- Ability to have a regular presence in events throughout Connecticut

### *Program Manager: Requirements, Roles and Responsibilities, Salary Range*

- Seven to ten years of success in program management
- Design, develop, and manage key programs. For example, for Sustainable CT's municipal certification program: develop annual program goals; evolve the certification program to meet program needs and increase value to towns; oversee the certification process that involves more than 30 external reviewers; ensure quality control and rigor; make decisions about nuanced certification standards; set and meet annual certification timelines; and establish and track metrics to show impact and continuously improve the certification process
- Bring strong professional connections and partnerships from prior professional experience; build and manage Sustainable CT partnerships
- Provide strong support to Executive Director in fundraising, development, and stewardship
- Lead stakeholder groups in a manner that is responsive and fosters co-creation
- Serve as staff liaison to committees of the Board of Directors
- Manage relationships with municipal elected officials and staff
- Provide strategy and oversight on development of actions in the Sustainable CT roadmap
- Make public presentations, act as a spokesperson for the organization in program areas

- Assist Executive Director in strategic planning, navigating organizational growth, and ensuring funding stability
- Perform other related duties that help advance our organization and mission
- Report directly to Executive Director
- Salary Range: \$65,000 - \$73,000

*Program Coordinator: Requirements, Roles and Responsibilities, Salary Range*

- Four to seven years of experience in program coordination
- Help design, develop, and coordinate key programs. For example, for Sustainable CT's municipal engagement and support program: develop strategies to meet program goals for recruiting new towns into Sustainable CT and supporting participating towns; create opportunities for town input (surveys, focus groups, meetings) to improve program offerings and value to towns; develop and oversee systems to track data and program communications
- Build and manage partnerships, expand and diversify networks
- Coordinate, write, and manage grant proposals and reports
- Coordinate and support stakeholder groups and initiatives
- Perform outreach and make public presentations; communicate with municipal elected officials and staff
- Coordinate action development for the Sustainable CT roadmap – identify new actions to add from research on best practices, municipal input, and emerging trends; identify stakeholders to include in action development; establish and meet timelines; ensure consistency with established format; oversee editing and drafting
- Potentially serve as in-house equity coach to support municipal efforts to embrace diversity and advance inclusion and equity
- Help analyze data to improve programs
- Perform other related duties that help advance our organization and mission
- Report directly to Program Manager
- Salary Range: \$50,000 - \$60,000

*Program Assistant: Requirements, Roles and Responsibilities, Salary Range*

- Two to four years of experience in supporting program implementation
- Help support key programs. For example: recruit new towns into Sustainable CT and support participating towns in accordance with program strategy and goals; help implement, track, and support opportunities for town input (surveys, focus groups, meetings); organize and manage processes and information for tracking municipal certification process; review municipal certification submissions; organize and manage processes to communicate and track Sustainable CT events
- Research, collect, and organize data and information to support all programs
- Help draft grant proposals and reports
- Help schedule and assist with stakeholder outreach and initiatives
- Provide outreach and make presentations to help towns and residents understand Sustainable CT programs and the value of participating in Sustainable CT

- Support towns in understanding the Sustainable CT roadmap of actions and implementing actions that help communities thrive, be resilient, and offer a great quality of life to all residents
- Assist with research on best practices and help edit and draft new actions for the Sustainable CT roadmap
- Help plan workshops, webinars, and events for towns and other stakeholders
- Provide administrative support
- Perform other related duties that help advance our organization and mission
- Report directly to Program Coordinator or Program Manager
- Salary Range: \$40,000 - \$45,000

### **Grant Funded**

Sustainable CT is a 501c3 charitable organization that relies completely on grant funding. These employment opportunities are for full-time, at-will positions. All positions are dependent on the availability of continued grant funding.

### **Work Location**

Sustainable CT's current office location is at the office of Institute for Sustainable Energy at Eastern Connecticut State University, 372 High Street, Willimantic, CT. As of April 1, 2022, we will operate as a predominantly virtual organization, with in-person team gatherings throughout Connecticut a few times each month. Candidates must have professionally appropriate home office or other remote workspace and must be willing and able to travel independently throughout the state regularly (personal vehicle mileage will be reimbursed).

### **How to Apply**

We are accepting applications now and will begin to review applications to fill immediate needs on February 7, 2022. After that we will continue to accept applications on a rolling basis until we have found the right mix of candidates to meet our evolving needs. If you are interested in joining our team, please submit the following to [jobs@sustainablect.org](mailto:jobs@sustainablect.org) as soon as possible:

- Written OR video cover letter (no longer than 1 page or 2 minutes) highlighting what makes you an ideal candidate for this position and our team
- Resume
- Contact information for 3 references who are familiar with your work and professional experience (name, organization, title, email, phone number, professional connection to your work)