



**Sustainable CT
Program Assistant
January 2021**

SUMMARY

[Sustainable CT](#) seeks a dedicated, competent, and organized professional to augment Sustainable CT's work in promoting more inclusive, healthy, resilient, and thriving Connecticut communities. The Program Assistant will work collaboratively with the Sustainable CT team in all major program areas, including supporting towns on sustainability initiatives; reviewing certification submissions; performing research, data collection, and analysis; and working with partners to further Sustainable CT's mission. Qualified candidates will have a passion for our mission and values, understand a wide range of sustainability issues, and have excellent organizational and people skills.

ABOUT SUSTAINABLE CT

Launched in 2017, Sustainable CT is vibrant program that inspires, supports, and celebrates actions that make our communities great places to live for all. From affordable housing to vibrant public spaces, walkable and safe roads, inclusive municipal decision-making, and support for local businesses, we help towns and cities improve the quality of life for all residents. Our major program areas include: direct support to towns and a comprehensive road map of sustainability actions; funding for community-led sustainability projects; and certification to recognize successes. Created by towns for towns, the program is coordinated and administered by the Institute for Sustainable Energy at Eastern Connecticut State University under the direction of the Sustainable CT Board of Directors.

Sustainable CT is growing as an organization and in our understanding of racism and the systems that perpetuate injustice. We take on challenging issues and we work to promote an inclusive, healthy, safe space for the exchange of ideas and vision for what is possible.

ROLE OF PROGRAM ASSISTANT

The Program Assistant will work closely with all members of the Sustainable CT team, performing the duties outlined below. This is a full-time position, with a salary range of \$35,000 - \$40,000 per year. Sustainable CT is completely independently funded. All positions are dependent on the availability of continued grant funding.

DUTIES

- Provide outreach to help towns and residents understand Sustainable CT programs and the value of participating in Sustainable CT
- Support towns in implementing concrete actions that help communities thrive, be resilient, and offer a great quality of life to all residents – now, and for future generations
- Assist with research on municipal sustainability actions and support development of new Sustainable CT actions
- Help review municipal certification submissions and track certification data
- Perform research, gather and manage data, assist with data analysis
- Help plan workshops, webinars, and events for towns and other stakeholders

- Prepare presentations, reports, website content, newsletters, etc.
- Assist with grant proposals and reports
- Work in a dynamic team environment, taking direction from the Executive Director and program managers
- Other duties that help advance our mission

DESIRED QUALIFICATIONS AND SKILLS

- A passion for our mission, dedication to equity and inclusion, and a belief that our efforts can make Connecticut communities sustainable and provide opportunity for all people to thrive
- One to three years of work experience with sustainability programs (preferred)
- Understanding of a broad range of sustainability areas and the interconnections between them, including: equity and inclusion, transportation and mobility, natural resources, arts and culture, public health, materials management, civic engagement, and housing
- Strong skills in data collection and analysis
- Excellent writing, verbal, and interpersonal skills
- Ability to present information with competence and enthusiasm, comfort with public speaking
- Experience in organizing events (preferred)
- Demonstrated success in working independently and collaborating with a team
- Strong organizational skills with a focus on detail and quality
- Proven ability to prioritize and successfully balance multiple deadlines
- Familiarity with Connecticut and Connecticut municipalities (preferred)

WORK LOCATION

Base location is the Sustainable CT office operating out of the Institute for Sustainable Energy at Eastern Connecticut State University, 372 High Street, Willimantic, CT. Travel within Connecticut is required.

HOW TO APPLY

Please submit the following to Jenna Lafleur, lafleurj@easternct.edu by 8:00 am on March 1, 2021:

- Cover letter (no longer than 3 pages) outlining your experience as it relates to Sustainable CT's mission and programs
- Resume
- Contact information for 3 professional references (name, organization, title, email, phone number, professional connection to your work)

Sustainable CT is an equal opportunity employer with a commitment to racial, economic, and social justice. We understand that current systems limit opportunity for all and we value the insights, learning, and thought leadership that a diverse team brings to the complex challenges of creating healthy communities for all. We seek to expand the diversity of our team and welcome applications from professionals who identify with one or more marginalized communities including Black, Indigenous, and People of Color, immigrants, people with disabilities, and LGBTQ+. Please contact us if you seek accommodation in order to apply for this position.