



## REQUEST FOR QUALIFICATIONS

### Equity Coach for Sustainable CT

#### SUMMARY

[Sustainable CT](#) seeks dynamic, organized, and committed individuals to join our equity support network and serve as Equity Coaches. The Equity Coach will work with municipal staff and volunteers, the Sustainable CT staff, the Sustainable CT Equity Working Group, and other stakeholders. The Equity Coach is responsible for providing direct support to municipalities seeking certification under the Sustainable CT program, including, but not limited to in-person consultations with communities to provide training and guidance with regard to embedding equity considerations and practices into municipal operations. Qualified candidates will have a passion for our mission, strong communication skills, and successful experience working on initiatives to advance equity.

#### ABOUT SUSTAINABLE CT

Sustainable CT is an exciting, voluntary certification program that inspires, supports, and accelerates actions to help Connecticut communities thrive. Created by towns for towns, Sustainable CT is a road map of best practices that includes peer sharing, tools, resources, metrics, planning, and project funding. Sustainable CT also provides recognition for municipal sustainability achievements through certification. Initial program successes include 22 certified towns in the first year, participation by over 40% of Connecticut towns and cities, and vibrant partnerships to support Sustainable CT communities. The program is administered by the Institute for Sustainable Energy at Eastern Connecticut State University.

Equity is a pillar of the Sustainable CT program, and a required component of every municipal application for certification. By participating in Sustainable CT, we support communities in building and strengthening municipal processes to be more inclusive, cohesive, and representative of all community members, now and in the future. Action [9.1 Optimize for Equity](#) is the only required action in Sustainable CT. During the first year of the program, Sustainable CT provided coaching support to communities (up to 4 hours each) to assist with the implementation of this action and the corresponding [Equity Toolkit](#), as well as in-person training sessions intended to increase understanding of equity issues at large.

#### ABOUT THE COACHING SERVICES

The Equity Coach is critical to the success of Sustainable CT. The services include: 1) providing direct consulting support, within a structured but flexible coaching framework, to help registered Sustainable CT communities implement action 9.1 Optimize for Equity; and 2) providing

support to the Sustainable CT staff and Equity Working Group on the design and implementation of equity trainings and other support tools. The coach will work as an independent contractor in support of Sustainable CT and reports to the Executive Director, while working closely with staff of the Institute for Sustainable Energy, funders, other Equity Coaches, and the Sustainable CT Equity Working Group.

### DUTIES

- Upon request from Sustainable CT, reach out to identified municipal liaisons and plan, schedule, and run coaching meetings and phone calls.
- Plan, advise, guide, and support municipal staff and Sustainability Teams on completion of action 9.1 Optimize for Equity, in accordance with the Sustainable CT equity coaching framework (to be provided).
- Attend training sessions for Equity Coaches and coaching meetings scheduled with municipalities. As requested, attend Equity Working Group meetings. Collaborate with coaching team, Sustainable CT staff, and Equity Working Group to share best practices and lessons learned.
- Build and maintain both strong relationships with and capacity of municipal Sustainability Teams working to build and strengthen inclusive municipal operations and processes.
- Assist with the development and execution of equity trainings offered around the state of Connecticut.
- Work with Executive Director and staff to support consistent and effective communications, messaging, and support to municipalities related to equity issues.
- Upon request, provide additional support to municipal leaders on equity challenges and opportunities.
- Report information on coaching activities and results to Sustainable CT.
- Travel within Connecticut is required.

### QUALIFICATIONS AND SKILLS

- Experience working on projects intended to advance diversity, equity, and inclusion.
- A passion for our mission and a belief that our efforts can make Connecticut and the world more sustainable and equitable.
- Excellent written, verbal, and interpersonal skills.
- Strong organizational skills, proven ability to schedule, prioritize, follow through, and manage meetings and deadlines.
- Proven ability to build and sustain relationships with community leaders.
- Familiarity with sustainability issues, CT municipal government, and community mobilization preferred.
- Ability to work both independently and collaboratively, as needed.
- Bachelor's Degree and three years of experience working in consulting.

### WORK LOCATION, SCHEDULE, CONTRACT

Equity Coaches will be matched with registered Sustainable CT municipalities and must commit to providing a minimum of 6 hours of services per month (includes consulting, training, workshops, mandatory meetings). Coaches will work remotely and hold coaching sessions and

meetings at locations that meet the municipalities' needs. Coaches arrange their own work schedules.

Contracts will run through August 2019. Coaches will be paid an hourly rate, including planning time.

#### HOW TO APPLY

Submit the following to [leclairj@easternct.edu](mailto:leclairj@easternct.edu) by 5:00 pm on *February 22, 2019*:

- Cover letter (no longer than 2 pages). Please include: the minimum and maximum number of hours per month you could commit to providing equity coaching services; your experience in providing the types of duties listed above; and your approach to coaching.
- Resume.
- Contact information for 3 professional references.

Any questions can be emailed to [leclairj@easternct.edu](mailto:leclairj@easternct.edu). In the event that you are selected as an Equity Coach, please hold March 7, 2019 as our anticipated orientation date.