



City of Chelsea

Resilience Manager (Grant Funded)

USWA Pay Class/Grade: 10

Salary Range: \$60,880.57/year - \$76,282.85/year

POSITION SUMMARY:

Established in late 2020 with funding from the Barr Foundation, the North Suffolk Office of Resilience and Sustainability is a regional initiative encompassing the communities of Chelsea, Revere, and Winthrop. The Office is seeking qualified candidates for the position of Resilience Manager, a role integral to addressing the climate risks facing the North Suffolk region. Under the purview of an Executive Committee, comprised of representatives from the three communities, the Office is housed within the City of Chelsea's Department of Housing and Community Development. The Office strives to advance projects, enact policies, and meaningfully engage the community, in order to protect residents and critical infrastructure from the impacts of climate change. As part of this mission, the Office will seek to safeguard vulnerable areas, reduce greenhouse gas emissions and air pollution that emanate from and affect these communities, and build the capacity of municipal officials, community organizations and residents to better prepare for and respond to catastrophic events. The responsibilities and duties of the Resilience Manager shall encompass all actions that ensure task completion with quality and community engagement, while upholding the highest standards of transparency, accountability, and integrity. The Resilience Manager is charged with carrying out the climate adaptation and mitigation agenda of the Office. The Resilience Manager shall effectively deliver climate adaptation and mitigation projects; coordinate inter-municipal programs; engage and build capacity for adaptation and mitigation measures; advance social equity and community resilience; assist in the development of policy recommendations; manage active grants to ensure compliance; and pursue a variety of state and federal funding to further the mission of the Office. Projects focused on flood prevention, water conservation, and wetlands protection (e.g. green infrastructure, ecological restoration) will be important priorities for the Resilience Manager. The ideal candidate shall possess a background in and knowledge of climate resilience, demonstrated through a track record of progressively responsible and disciplined project management. Excelling at this role will require a proven ability to plan and implement climate resilience initiatives and policy in diverse urban areas. The Resilience Manager shall bring demonstrated practical experience in climate resilience planning, with an emphasis on equity and justice.

EDUCATION AND EXPERIENCE:

BS/BA in Planning, Urban Studies, Environmental Sciences, Environmental Engineering, or a related field. Five (5) years of similarly responsible experience in private or municipal/regional planning and/or program administration; or a Masters and three (3) years of such experience. A combination of relevant education and experience will be considered. This position requires a strong theoretical basis gained through education as well as practical experience, and knowledge of climate adaptation and mitigation, community resilience, and natural resource protection in the Commonwealth.

SKILLS, KNOWLEDGE & ABILITIES:

Clear and concise writing and communication skills. Knowledge of state and federal sources of data, grant programs, and applicable regulations. Understanding of climate science, emissions scenarios, climate adaptation and mitigation, equity and community resilience, and sustainability standards and best practices. Ability to meet and deal effectively with local, state, and federal government agencies. Demonstrated cultural competence and ability to collaborate effectively with diverse groups of stakeholders, organizations, and residents in a multicultural community. Proficiency in Microsoft Office, GIS mapping, and spatial analysis.

Demonstrated project and/or program management skills. Ability to work independently and collaboratively.

Qualified candidates submit a cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Chelsea, MA 02150. Email to jobs@chelseama.gov or fax to: (617) 466-4175. Application forms are available in the Human Resources Department, Room 301. The City of Chelsea is an Equal Opportunity Employer.