



City of Chelsea

Sustainability 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 Sustainability 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 Sustainability 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 Sustainability Planner shall promote, advance, and manage the energy efficiency, sustainability, and conservation agenda of the Office. In this role, the Sustainability Planner will devise and implement energy efficiency, renewable energy, and conservation initiatives; coordinate inter-municipal programs with an energy component; engage the community on sustainability and energy issues; 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. 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 sustainability, energy, and conservation initiatives in diverse urban areas. The Sustainability 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 sustainability, energy, and climate resiliency in the Commonwealth.

SKILLS, KNOWLEDGE & ABILITIES:

Clear and concise writing and communication skills. Knowledge of state and federal sustainability data, grant programs, and applicable regulations. Understanding of climate science, emissions scenarios, climate adaptation and mitigation, equity and community resilience, and sustainability standards. Ability to meet and deal effectively with local, state and federal government agencies, and the general citizenry in the context of project completion. Proficiency in Microsoft Office, GIS mapping, and spatial analysis. Demonstrated project and/or program management skills. Ability to work individually and as part of a team. Demonstrated cultural competence and ability to effectively engage diverse communities.

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.