



Organization: Sustainable Connections

Job Title: Energy and Green Building Program Coordinator

Reports to: Energy and Green Building Program Manager

Status: Regular, Full-time (40 hours/week), FLSA Non-Exempt

Primary Work Location: Sustainable Connections office, 1701 Ellis Street, Suite 221, Bellingham, WA

Physical Attendance Requirement (& of time on site/in office): 75% on-site work and time in community required.

Application Deadline: August 31, 2026, at 11:59PM

Anticipated Start Date: October 15, 2026

About Us

Sustainable Connections advances a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington. We envision a region of informed and engaged communities where all people have access to fresh local food, live in affordable and healthy housing, make a living doing what they love, and have the lightest possible impact on the environment. We make this vision a reality by leading the transition to a regenerative local economy. Regenerative economies move away from extractive business models and work in harmony with nature and society to foster ecological restoration, community resilience, and social equity.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

Summary

The Energy & Green Building Program is seeking a dynamic communicator to serve as our next Program Coordinator. You'll grow participation in our educational webinars, workshops, and events — designing them, promoting them, and leading them from the front of the room — while launching the Green Building Hub, a new peer-to-peer learning network connecting Bellingham's green builders, designers, and clean energy installers to share knowledge, spark innovation, and collaborate on what's next. You'll also carry a case management portfolio, guiding high-need businesses, tribal entities, and nonprofits across Northwest Washington through energy efficiency audits and projects from first conversation to finished work, with a key focus on building rapport and trust in Latino, rural, and tribal communities. We care more about demonstrated experience convening people and managing projects than years on a résumé — and green building science education or certifications are a welcome bonus.

Key Responsibilities

Outreach and Education

- Tailor social media, newsletter, and communication and outreach strategies to effectively connect with diverse cultural groups.
- Co-develop educational materials and resources on electrification, energy savings and other co-benefits such as indoor health and thermal comfort.
- Conduct workshops and informational sessions with partners tailored to the needs and interests of Latino, rural, and tribal communities.
- Support the launch of the Green Building Hub, a peer-to-peer learning network for the region's green builders, designers, and clean energy installers.
- Represent the program through speaking engagements, meeting facilitation, and stakeholder relationship-building.

Relationship Case Management

- Develop and maintain strong relationships with clients, particularly within Latino, rural, and tribal communities.
- Provide personalized support to clients throughout the entire project lifecycle.
- Act as the primary point of contact for clients, addressing their questions, concerns, and needs.
- Ensure that project planning and implementation are culturally sensitive and inclusive, working closely with Latino and tribal outreach contractors/ambassadors to align efforts and maximize impact.

Project Coordination

- Schedule and coordinate between contractors and clients to ensure timely project implementation.
- Maintain consistent and proactive communication with business owners to keep them informed of project progress.
- Conduct site visits and regular check-ins with contractors and clients to address any issues.
- Maintain detail-oriented data management to support team communication through project processes and reporting.

The Energy and Green Building program is continually evolving to respond to a quickly decarbonizing energy landscape. Job functions and responsibilities will be dynamic as opportunities, partner/community needs, and funding change over time.

Required Skills & Qualifications

We're seeking candidates who are highly motivated, community oriented, engaging, and offer strong relationship and project management skills. You should have:

A bachelor's degree in environmental studies or environmental science, sustainability or environmental policy, building science or construction management, communications or marketing, education or community development — or closely related field — or equivalent professional experience.

AND

Two (2) or more years of related professional and/or volunteer experience

AND

- Experience developing and hosting community and educational events, with audiences ranging from 30 to 200 people.
- An excellent public speaker, comfortable leading a room and facilitating discussion.
- The ability to work collaboratively with a diverse team and external partners
- Customer service experience and excellent written and verbal communication skills
- Deep commitment to sustainability, equity, and the values of mission-driven organizations
- Cultural competence and the ability to navigate and respect diverse cultural norms and values
- Strong organizational skills
- A willingness to learn and capacity to develop technical skillsets related to energy efficiency and electrification
- A valid Washington State driver's license will be required at time of appointment with maintenance thereafter to conduct site visits and check-ins with clients and contractors.

Desired Skills

- Green building certification such as the LEED Green Associate, Building Operator Certification (BOC), or GPRO — or willingness to obtain one within the first year of employment.
- Experience working with green building, clean energy, or skilled-trades businesses.
- Experience working within Latino, rural, and tribal communities
- Proficiency with Microsoft Office suite, MailChimp, Canva, Asana, WordPress, Adobe suite, and Salesforce (or similar CRM and software tools)
- Familiarity with energy efficiency technologies and concepts
- Knowledge of financing options, incentives, and rebate programs for energy efficiency projects
- Extra consideration will be given to candidates who are bilingual in English and Spanish

Compensation:

The full range for this position is \$21.85 to \$29.50 per hour, with an anticipated starting annual hourly range from \$21.85 to \$23.76, depending on qualifications and experience. Note that Sustainable Connections has a No Negotiation policy when hiring. Our compensation approach is designed to be fair, transparent, and consistent for everyone. Each offer is based on the role's scope, required skills, relevant experience, and current market data. Too often compensation outcomes are shaped by factors like a candidate's prior salary, comfort with negotiation, or perceived confidence—dynamics that can unintentionally reinforce inequity, particularly for underrepresented groups. Our goal is to create an equitable hiring experience where people feel supported, informed, and focused on what matters most: whether the role is the right fit. Benefits for first-year, full-time employees (working 40hrs/week) include:

- 41 days of paid time off per year (inclusive of holidays, sick, PTO).
- \$650 per month individual benefit in lieu of health insurance benefits.
- Flexible work schedule.
- Professional development budget.
- Up to 3% SIMPLE IRA employer match to non-designated retirement plan.
- Mileage reimbursement and additional leave benefits.
- Supportive, inclusive, mission-driven work environment.

To Apply:

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to danielleh@sustainableconnections.org by the application deadline listed above.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.

Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle Halstead, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.