



**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:** 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.

**Compensation:** \$21.17- \$23.03 per hour, depending on qualifications. Additional benefits described below.

**Application Deadline:** Priority consideration by August 8, 2025, at 11:59PM. Applications will continue to be reviewed until the position is filled. The position will be removed from the website when we are no longer accepting applications.

**Anticipated Start Date:** September 22, 2025

## 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 Coordinator serves high needs businesses, tribal entities, and nonprofits in Northwestern Washington and will play a key role in bridging the gap between community engagement and successful project implementation. This position will involve meaningful outreach and client relationship case management, project coordination, and building rapport and trust within hard-to reach communities, with a key focus on Latino, rural, and tribal communities. The Program Coordinator supports various events throughout the year to encourage community involvement in efficiency and green building efforts.

## Key Responsibilities

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.

#### 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 quarterly and annual events for the program such as Energy Club, Green Home Tour, and the Green Building Slam.

#### 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 Social Work, Community Development, Business, Communications, Environmental Studies/Science, Sociology, Education, or a closely related field **OR** two (2) years of related job or lived experience (no college degree required)

AND

- 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**

- 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 starting annual salary range for this position is from \$21.17 - \$23.03, depending on qualifications and experience. Benefits for first year, regular, full-time employees (working 40 hrs/week) include:

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of \$550 per month in lieu of health insurance benefits
- A flexible work schedule
- Budget to pursue professional development (ex: conference, coursework)
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Mileage reimbursement for travel to & from temporary duty stations
- 3 days of paid bereavement leave, flexible unpaid time as negotiated, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

### **To Apply:**

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to Suzi Tanski at [suzit@sustainableconnections.org](mailto:suzit@sustainableconnections.org) by the priority application deadline listed above.

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*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.*

*Individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Suzi Tanski, Communications and*

*Development Manager, 360-647-7093 x105, who will engage in an interactive process to respond to & provide reasonable accommodations to qualified individuals.*

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