
Energy & Green Building Program Coordinator

Organization: Sustainable Connections

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

Hourly Wage: \$20.50 - \$23, depending on experience

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. Ad-hoc remote work as needed.

Reports to: Energy and Green Building Program Manager

Recruitment Period: Open until filled

Priority Application Deadline: September 25*, 2024

Anticipated Start Date: November 1, 2024

**Applications will be accepted on a rolling basis until the position is filled. However, to receive priority consideration, we recommend you apply before the deadline.*

Summary

Sustainable Connections is seeking a qualified candidate to perform as an **Energy & Green Building Program Coordinator** to serve high needs businesses, tribal entities, and nonprofits in Northwestern Washington. This is a **full-time position** that will report to the Energy & Green Building Program Manager 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. We invite anyone to apply that thrives in a collaborative team environment, demonstrates strong people and conversational skills, and has an intuition for complex relationships in different multicultural settings.

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!

Key Responsibilities

The Energy and Green Building Program Coordinator is responsible for the following:

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
- Work 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
- Work with support from the team to 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.

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

Secondary Responsibilities

- Collaborate with the Program Manager and other team members to achieve program goals and deliver impactful results
- The Energy and Green Building Team is a continually evolving and adaptively managed program that is responding 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

Advancing a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington

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, 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 a passion for sustainability and community development
- Cultural competence and the ability to navigate and respect diverse cultural norms and values
- Strong organizational skills
- Excellent written and verbal communication skills

Desired Skills

- Experience working within Latino, rural, and tribal communities
- Proficiency with Microsoft Office suite, MailChimp, Canva, Aana, WordPress, Adobe suite, and Salesforce (or similar CRM)
- 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 bilingual in English and Spanish

Licenses, Certificates & Other Requirements

Valid Washington State driver's license at time of appointment with maintenance thereafter, or evidence of equivalent mobility.

Compensation and Benefits:

The starting annual salary range for this position is from \$20.50 - \$23, depending on qualifications and experience.* Benefits for first year, regular, full-time employees include:

- 26 days per year of paid time off (PTO) to be used for any purposes
- An individual benefit of \$450 per month
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Budget to pursue professional development (ex: conference, coursework)
- A flexible work schedule
- 25% discount on nursery plant material
- 27.24% of employee's share of the Washington Paid Family & Medical Leave premium
- 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

** Sustainable Connections has a no-negotiation practice that standardizes internal equity, aims to eliminate subjective compensation, and allows compensation to be merit-based according to experience, knowledge, skills, and contributions to the organization rather than rewarding an employee or prospective employee's ability to negotiate.*

To Apply

Email a cover letter, resume, and the contact information for three professional references by email to Melissa Daniels at melissad@sustainableconnections.org by the 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 Melissa Daniels, Administrative Manager, 360-647-7093 x104, 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.