



**Organization:** [Sustainable Connections](#)

**Title:** Toward Zero Waste and Energy and Green Building Program Assistant

**Location:** Sustainable Connections office, 1701 Ellis St., Bellingham, WA

**Term:** Permanent, Full-time (40 hours/week), FLSA Non-Exempt

**Physical attendance requirement (& of time on site/in office):** 75% on-site work and time in community required

**Reports to:** Toward Zero Waste Program Manager and Energy and Green Building Program Manager

**Application Deadline:** January 31, 2023, at 11:59pm

**Desired start date:** March 20, 2023

### Summary

*Join Sustainable Connections, an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to create thriving communities. This unique position will support both the Toward Zero Waste and Energy and Green Building programs and work to help local businesses and community members reduce waste and increase energy efficiency.*

*This person will bring exceptional communication and organizational skills in support of the varied work of Toward Zero Waste (TZW) programs, including business and event waste reduction, innovative waste reduction pilot programs, and the Food Recovery Program. This position will primarily provide in person outreach to businesses and generate content for social media and newsletters. Must be available to work occasional weekends and evenings.*

*This person will support the Energy and Green Building Program by playing a central role in tracking implementation of energy saving measures, making sure businesses are saving on their utility bills, and supporting a dynamic group of three other staff who work directly in the Commercial Community Energy Challenge, the flagship campaign of the program. You will also provide outreach support for other Energy and Green Building initiatives and events throughout the year. This position is geared towards someone with strong analytical and database skills with an interest in energy efficiency.*

*In order to create thriving communities, we are committed to continually improving and learning. Our statement of commitment to equity, diversity & inclusion can be found here:*

*<https://sustainableconnections.org/about-us/>*

*We strongly encourage applications from people of color, people from working class backgrounds, women, LGBTQ 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!*

### Primary Responsibilities:

#### **Toward Zero Waste (~50%)**

#### **Business Waste Reduction:**

- Outreach and technical assistance to businesses affected by the single-use plastics ordinance and other waste legislation
- Assist with waste assessments and produce TZW action plans

- Recruit new TZW business participants and support existing TZW businesses in following action plans
- Assist with waste reduction at TZW events, help create TZW event plans, and provide follow up reports
- Generate monthly, quarterly, and yearly reports on projects for grant reporting

**Food Recovery Program:**

- Support the Food Recovery Program when needed (cover pick-ups, recruit donor businesses, volunteers, and recipient agencies, data management, van maintenance)

**Energy and Green Building (~50%)**

**Client Intake**

- Schedule energy assessments and coordinate payment with clients
- Obtain and update building info in Salesforce
- Track project and audit status in Asana, the project management software

**Data Management**

- Transfer or enter data for new participants and regularly update data for existing participants (i.e., assessment notes, calculations, utility rebates, project tracking, etc.)
- Track energy efficiency measure implementation through communication with other members of the energy team and enter information into Salesforce
- Obtain and process energy use data from utility databases
- Provide quality control checks on data monthly
- Generate monthly, quarterly, and yearly reports on completed assessments and projects for grant reporting

**Support for both programs**

**Public Outreach and Education:**

- Compose newsletters, social media content, and program blogs
- Table, provide presentations, event support, and other public outreach activities

**Required Skills and Qualifications:**

- Passion for the mission of the organization and excitement to support the Toward Zero Waste and Energy & Green Building Programs
- Outgoing personality, enjoys initiating conversation & forging new connections in a professional setting
- Excellent written communication skills and the ability to write formally (reports) and informally (social media posts, blogs)
- Equal excited about spending a day talking with business owners and organizing a database
- Ability to work well in a team and independently
- Ability to prioritize multiple tasks and meet deadlines while maintaining attention to detail and quality

**Desired Skills & Qualifications:**

- Ability to excel when working in an open office environment
- Experience with the Microsoft Office suite (especially Excel), MailChimp, and/or Asana
- Experience with Salesforce or similar CRM platform

**Extra consideration given for those with:**

- Spanish fluency

- Experience with sustainable business practices
- Familiarity with businesses in Whatcom County

**Compensation:**

This is a permanent, full-time (40 hours/week), non-exempt position to be compensated at \$18 hourly.

Benefits for first year, regular, full-time employees (working 40hrs/week) include:

- 26 days per year of paid time off
- An individual benefit of \$450 per month
- A very flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment and the opportunity to help lead a nationally recognized organization

**To apply:**

Email a cover letter and resume with three professional references to

[maryt@sustainableconnections.org](mailto:maryt@sustainableconnections.org).

*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 the company and all its employees to ensure there is no discrimination against any employee or 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.*