

**JOB DESCRIPTION FOR  
SUSTAINABILITY PROGRAMS COORDINATOR  
A Better City**

***BUSINESS DESCRIPTION***

A Better City (ABC) is a nonprofit membership organization that provides the business and institutional leadership essential for ensuring progress and tangible results on transportation, land development, and environmental investments that are vital to sustaining and improving the Boston area's economy and quality of life.

***POSITION DESCRIPTION***

This grant funded position provides an opportunity for an individual to assist in the development and programming of a growing voluntary environmental initiative (Challenge for Sustainability) run by A Better City. In this position you will work to expand the Challenge for Sustainability beyond ABC's membership to targeted large commercial real estate properties throughout the city in addition to working with existing participants. This position is responsible for achieving identified program goals around participation, energy and greenhouse gas reductions, sustainability score increases, and overall program management. This position also requires planning and coordinating special events and educational workshops. This position reports directly to ABC's TDM & Sustainability Manager and will be expected to assist and collaborate with other program and organization staff.

***SUSTAINABILITY COORDINATOR RESPONSIBILITIES***

- Ensure program success by effectively working with and leading business representatives, facility managers, sustainability coordinators, human resources, and information technology coordinators to establish and accomplish their Challenge goals.
- Proactively provide high level of customer service and guidance to Challenge participants on sustainability initiatives and assist with implementing their Sustainability Action Plans.
- Track implementation of sustainability initiatives and plans by Challenge participants.
- Compile and analyze participant energy and sustainability data.
- Assist in recruiting facilities to participate in the Challenge for Sustainability.
- Collaborate regularly with Challenge staff to ensure a strong team approach in achieving program goals.
- Conduct research and compile information, reports, white papers, and resources on sustainability and climate change.
- Establish and maintain communications with strategic partners and public agencies.
- Explore, develop, plan, and implement ABC sustainability events, information sessions, workshops, and advocacy activities.
- Participate in and/or represent ABC at various functions and meetings.
- Maintain current working knowledge of administrative systems, equipment, procedures and processes used by ABC.
- Ensure Challenge website content is updated.
- Recruit interns throughout the year, develop and manage their workplans, and provide supervision.
- Participate, assist, and support ABC events, meetings, activities, and staff when needed.

***DESIRED SKILLS***

- Knowledge of local, state, and federal voluntary environmental programs.
- Enthusiastic, customer service orientated and willingness to perform a variety of tasks.
- Well-organized, efficient and able to coordinate several on-going projects.
- Able to monitor and assume responsibility for high quality work.
- Able to work independently on long-term projects and as a member of the Challenge team.
- Knowledge of Wordpress.
- Strong communication skills.

***EXPERIENCE/EDUCATION***

- Bachelor's Degree or strong interest in environmental studies, environmental engineering, sustainability or a similar field.
- LEED GA or AP desirable.

***HOURS/COMPENSATION***

- 40 hours/week
- Salary commensurate with experience \$40,000-\$50,000. Benefits include health and dental insurance, transit subsidy, hubway membership, short and long term disability plans, group life insurance, 401(k) plan, and generous holiday and vacation schedule.

***TO APPLY:***

Please submit a cover letter and resume to Yve Torrie, [jobs@abettercity.org](mailto:jobs@abettercity.org) by December 10, 2014.