



Sustainability Program Associate

Syracuse, NY

Part Time Position: (20 hours/week)

Position Responsibilities:

1. Support school green team goals by providing facilitation, scheduling, and resource assistance. Strong focus on strategic marketing and outreach to promote adoption of conservation behaviors.
2. Track sustainability initiative progress by entering and analyzing energy, waste, and water data.
3. Facilitate green team meetings and attend additional meetings with community stakeholders and clients as necessary.
4. Write articles for program newsletter and promote program activities via social media
5. Identify partners for collaboration.
6. Maintain and build strategic partnerships with local organizations.
7. Provide written reports on program meetings and progress.

Qualifications:

- Strong organizational skills with a keen attention to detail.
- Strong interpersonal skills and experience working with youth in an educational setting.
- Positive and professional attitude; strong work ethic.
- Ability to communicate effectively and professionally, both orally and in writing. Professional writing experience a plus. Marketing experience a plus.
- Ability to exercise sound judgment concerning budget expenditures; funder, community and political relationships; partnership arrangements with local organizations.
- Demonstrated analytic, conceptual, planning and implementation skills.
- Experience in sustainability-related fields a plus.
- Ability to work independently and collaboratively in a small organization environment.
- Must be willing and able to travel out of town occasionally for work-related meetings, trainings and conferences.
- Proficient use of Microsoft Word, Excel. Experience with desktop publishing programs a plus.
- Must have access to a vehicle for travel to schools

\$17-\$21/hr depending on experience and skills

Cover letter, resume, and 3 references should be emailed to:

Todd Rogers

Energy Training Solutions

trogers@energytrainers.net