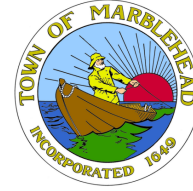


October 6, 2023



## **Town of Marblehead Sustainability Coordinator**

The Town of Marblehead seeks highly motivated qualified applicants for position of Sustainability Coordinator. Position is full-time. Duties include developing and administering programs, policies and initiatives to advance Marblehead sustainability initiatives, specifically addressing sustainability and energy saving programs within residential, commercial and municipal sectors. Salary range \$62,293 - \$80,980 annually, depending on qualifications.

### **Preferred background:**

Bachelor's degree in environmental studies, energy or environmental policy or other related field, plus a minimum of three years of experience in sustainability planning, energy efficiency and/or renewable energy market; or any equivalent combination of education, training and experience. Previous experience in community engagement, marketing or promotion, social media marketing and outreach desirable.

Send resume and cover letter to Town Administrator, Abbot Hall, 188 Washington Street, Marblehead, MA 01945; email [wileyk@marblehead.org](mailto:wileyk@marblehead.org) ; AA/EOE.

For the full job description visit

<https://www.marblehead.org/about-marblehead/pages/town-employment-opportunities>

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TOWN OF MARBLEHEAD  
NOTICE OF JOB VACANCY

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10.6.23  
Date Posted

Application for this vacancy will be received  
for five working days only.

**Sustainability Coordinator**

Position Title

**6**

Grade

**\$62,293 - \$80,980 annually**

Salary

**Full Time**

Regular Working Hours

**Town Administrator**

Department Head

Responsibilities (Brief Job Description):

**See attached job description**

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Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Select Board's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

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This memo posted by:

Thatcher Kezer

Name

Town Administrator

Title

**TOWN OF MARBLEHEAD**

POSITION DESCRIPTION

Title:	<b>Sustainability Coordinator</b>	Number:
Department:	<b>Select Board Department</b>	Date: 9/23

**SUMMARY:**

Reporting to the Town Administrator or designee, develops and administers programs, policies and initiatives to advance Marblehead’s sustainability initiatives. Specifically, this position addresses sustainability and energy saving programs within residential, commercial, and municipal sectors.

1. Performs varied and responsible duties requiring a thorough knowledge of sustainability and alternative energy program management, governmental, municipal and private energy trends and systems and residential rebate programs. A significant amount of technical data and details, each varying from the other in substance and content, is required for success within the position; the ability to apply flexibility in one’s approach to workload is essential.
2. Implements Town’s Net Zero Implementation Plan.
3. Researches and applies for grants to assist in the implementation of related town initiatives.
4. Staff and coordinate the Green Marblehead Implementation Committee.
5. Conduct various town-wide inventory studies and evaluations; interprets and analyzes data collected; evaluates Net Zero plan effectiveness and report on goal progression.
6. Form strategic partnerships across all town departments to achieve Marblehead Net Zero goals, leading to consideration/use of climate-resilient tools and techniques. Recommends strategies to reduce energy use and GHG output.
7. Research energy technology, infrastructure and project opportunities to help Marblehead achieve energy reduction and sustainability goals. This may include advancing electrification of Marblehead’s homes and vehicles, expansion and development of EV charging infrastructure throughout town, researching building codes that meet town goals for Net Zero energy from the built environment.
8. Develops, manages and administers community-wide social engagement programs that influence citizen behavior and practices; advances programs that engage Town employees in sustainability initiatives.
9. Establishes alliances with town business and industries to secure them as partners in Marblehead’s sustainability efforts. Maintains relationships with relevant Town staff and community stakeholders relative to sustainability, energy management and GHG reduction efforts.
10. Cultivates and supports sustainability policies related to municipal buildings and works closely with Town Facilities staff to measure performance in meeting benchmarks for energy reduction efficiency improvements to municipal buildings.

11. Contributes to multi-year capital plans in conjunction with Facilities staff for building improvements that work to meet sustainability benchmarks.
12. Performs webpage management functions relative to areas of responsibility including posting minutes and agendas, securing meeting space, updating relevant annual or year-end reports and highlighting marketing efforts.
13. Designs, markets and manages public outreach efforts and citizen-directed educational events related to renewable energy programs and projects. Works with Town departments to disseminate information to staff and the public via MHTV, annual reports, website, town reports and social media pages.
14. Responds to resident requests for information. Educates residents on home-based energy rebate programs.
15. Research, and applies for, rebates and incentives on behalf of the Town; presents sustainability and energy-related educational material at community and school events as assigned.
16. Works independently and collaboratively to assume responsibility, prioritize and resolve issues.
17. Performs special projects and related responsibilities as initiated and requested. Regular attendance at the workplace is required.
18. Performs other related duties as required.

#### **SUPERVISORY RESPONSIBILITY:**

Provides functional oversight to contractors, interns, and program volunteers. Responsibilities include designing plan scope, assigning related work, and assessing progress and performance. Carries out supervisory responsibilities in accordance with Town policies and applicable laws.

#### **PREFERRED BACKGROUND:**

Bachelor's degree in environmental studies, energy or environmental policy or other related field, plus a minimum of three years of experience in sustainability planning, energy efficiency and/or renewable energy market; or any equivalent combination of education, training and experience. Previous experience in community engagement, marketing or promotion, social media marketing and outreach desirable.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

Excellent interpersonal skills, including ability to maintain effective working relationships with the community, Town boards and committees, staff and contractors. Should be able to communicate effectively both verbally and in writing.

Knowledge and experience in sustainability planning, environmental management, climate change, energy efficiency, renewable energy, environmental sustainability principles or similar.

Ability to comprehend and apply technical knowledge as it relates to energy uses and conservation; strong analytic and collaboration skills; demonstrated competency in utilizing creative and innovative thinking. Ability to apply complex and varied analytical skills to record and interpret varying statistics.

High proficiency with Microsoft Office and data analysis software and proficiency in Excel applications, data management, and statistical interpretation. Ability to convert data from one unit to another. Ensures accuracy of data and analyzes results by organizing information and presenting it verbally, in writing, and graphically in user-friendly ways.

Skilled in public speaking and writing.

Salary: Grade 6 Admin. \$62,293 - \$80,980 annually.