



## **SUSTAINABLE HUNTERDON PROGRAM COORDINATOR**

Rev. 5.2022

goHunterdon, a dynamic non-profit organization dedicated to promoting sustainable transportation in Hunterdon County, NJ, has a unique opportunity for an individual to join our team to coordinate the organization's "Sustainable Hunterdon" initiatives.

This position can be negotiated as a full or part time position; hybrid remote; hours flexible.

### Ideal Candidate

- Interest in sustainability, alternative energy, the environment, community impact.
- Self-directed, self-starter with excellent interpersonal and organizational skills.
- Ability to establish and maintain effective collaborative working relationships with all levels of staff, community representatives, school representatives, colleague organizations.
- Strong research, writing, and communication skills.
- Experience with remote work, virtual presentations, and associated technology (Zoom)
- Confidence speaking to public groups. Ability to facilitate group discussions; serve as discussion leader
- Interest in staying up to date on emerging trends in sustainability.

### Responsibilities

- Facilitate two Sustainable Hunterdon "Hubs" (municipal/school), networking and information sharing coalitions comprised of municipal and school green team members, environmental commissions, and engaged residents working to achieve certification under the statewide Sustainable Jersey and Sustainable Jersey for Schools programs.
- Coordinate regular hub events/presentations/webinars which bring expert speakers, training on issues, updates on Sustainable Jersey municipal and school program actions that will assist Hunterdon municipalities and schools to be competitive in achieving certifications and securing grants in support of local efforts.
- Maintain communication to foster sharing and collaboration of Green Teams between events.
- Provide technical assistance to municipal and schools Green Teams to advance Sustainable Jersey Action Items including, but not limited to: Community Education & Outreach, Anti-Idling Education & Enforcement, Safe Routes to School, Sustainable Community Plans, Sustainable Land Use Pledge, Green Challenges, Green Fairs & Community Programs.
- Facilitate environmental education programming related to Air Quality, Anti-Idling, and Electric Vehicles.
- Participate in community events as appropriate. Limited evening and weekend hours may be required.
- Research best practices and how to implement them in the Sustainable Jersey programs.
- Facilitate project collaboration to help build green team capacity.
- Promote the adoption of electric vehicles (EV) within Hunterdon County, NJ by becoming knowledgeable of State and Federal initiatives that support EV adoption.
- Provide information, guidance, and assistance to municipalities, schools and businesses interested in installing EV charging station infrastructure/implementing EV vehicles into fleets.
- Identify and promote availability of funding for EV projects. Assist with grant applications.

### Requirements, Skills, Abilities

- Bachelor's Degree in relevant field
- Excellent interpersonal, written and verbal communication skills.
- Confidence speaking to public groups.
- Ability to facilitate group discussions; serve as discussion leader
- Ability to work independently and collaboratively
- Ability to prepare clear and concise oral and written reports.
- Ability to establish and maintain effective collaborative working relationships with all levels of staff, community representatives, school representatives, colleague organizations.
- Proficiency with spreadsheets, word processing, presentations, database and project management software. (Microsoft Word, Excel, PowerPoint)
- Valid driver's license and reliable vehicle; willingness to drive within Hunterdon County, NJ
- Reliable home internet connection.
- Availability to work occasional evening and weekend hours (meetings, events).
- Ability and willingness to lift 25 lbs. (to transport displays, event materials, etc.)
- Background check and fingerprinting (reimbursement for costs by goHunterdon).

### Location

- Office is located in Flemington, NJ (Hybrid remote work model/telework policy)
- All work is located within Hunterdon County, NJ

### Compensation/Benefits

- A budget for this position has been set and compensation will be discussed with qualified applicants.
- Health insurance; 401K match; Paid Time Off
- Flexible Work Schedule/Hybrid Remote
- Mileage reimbursement at IRS approved rate