



CITY OF ITHACA
108 E. Green St. — Third Floor Ithaca, NY 14850-5690

DEPARTMENT OF PLANNING AND DEVELOPMENT

JoAnn Cornish, Director

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CITY OF ITHACA SEEKS CONSULTANT TO HELP IMPLEMENT GREEN NEW DEAL

TITLE: Sustainability Specialist

LOCATION: City of Ithaca - Department of Planning and Development

COMPENSATION: \$19,750 for 800 hours work over about five months (exact timeframe TBD)

DISTINGUISHING FEATURES OF THE CLASS:

The Sustainability Specialist is a temporary contract position responsible for assisting the Director of Sustainability and the Sustainability Coordinator with implementation of the City of Ithaca's Green New Deal (GND), which aims to achieve an equitable transition to carbon neutrality City-wide by 2030. The work is performed under the general supervision of the Director of Sustainability, in the Department of Planning and Development. Work takes place at City Hall; some work may be able to be done remotely. There may be a possibility of extending the contract, depending on work performance and available funding.

TYPICAL WORK ACTIVITIES:

- Assists in interdepartmental efforts to implement the City's Green New Deal
- Updates the City's GHG emissions inventories for government operations and for the community
- Develops a Climate Action Plan which details climate change adaptation and mitigation strategies
- Supports program and policy work to reduce GHG emissions in existing buildings
- Researches and develops applications for funding to advance the City's GND initiatives
- Advocates for and facilitates equity and social justice strategies, programs and projects
- Advocates for and facilitates GHG emissions reduction strategies, programs and projects
- Performs outreach and education for City staff and the broader community
- Supports other projects as necessary

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Thorough knowledge of current concepts, principles, practices, methods and techniques of climate change, equity, energy, and sustainability issues, including GHG emission reduction, energy efficiency and renewable energy technologies
- Thorough knowledge of Microsoft Office, especially Word, Excel and PowerPoint
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Ability to gather, interpret, analyze, and present data
- Ability to work collaboratively and develop and maintain effective working relationships
- Ability to handle multiple projects on different timelines
- Initiative and resourcefulness
- Preferred: Good knowledge of the Ithaca area

- Preferred: Working knowledge of financing mechanisms and funding sources
- Preferred: Working knowledge of project management techniques
- Preferred: Working knowledge of related Federal, State, and local policies and programs

MINIMUM QUALIFICATIONS:

A. Graduation from an accredited college or university with a graduate degree in a relevant field and two (2) years of full-time paid professional experience, or its part-time paid professional equivalent, developing and implementing sustainability and/or equity programs and policies; OR

B. Graduation from an accredited college or university with a Bachelor’s degree in a relevant field and four (4) years of full-time paid professional experience, or its part-time paid professional equivalent, developing and implementing sustainability and/or equity programs and policies; OR

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid professional experience, or its part-time paid professional equivalent, developing and implementing sustainability and/or equity programs and policies; OR

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

APPLICATION MATERIALS REQUIRED:

Applications should contain a resume and a cover letter and must be received by the City of Ithaca Planning and Development Department no later than 11:59 AM EST on July 28, 2021. Applications will be accepted by email only; include “Sustainability Specialist Application” in the subject line.

Applications and questions should be directed to:

Luis Aguirre-Torres

Sustainability Director, City of Ithaca

Email: laguirretorres@cityofithaca.org

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.