



POSITION DESCRIPTION/POSITION POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	City Manager's Office
DIVISION:	Office of Sustainability
POSITION TITLE:	Sustainability Business Fellow

This opportunity is an AmeriCorps funded position and is part of the Greenest Region Corps, a project of the Metropolitan Mayors Caucus and Serve Illinois Commission.

NATURE OF WORK:

This Fellow will serve as one of two staff positions in the City of Evanston Office of Sustainability and reports to the Sustainability Coordinator. The Fellow will be tasked with utilizing the City's participation in the Urban Sustainability Directors Network (USDN), among other resources, to develop a business outreach program that focuses on working with individual businesses to help them address high fixed costs like utilities, waste hauling services, etc. while reducing their environmental impact through energy efficiency, renewable energy procurement and waste reduction and diversion. The goal will be for the Fellow to use feedback from these interactions to then create a model program that can be replicated and used on a more widespread basis throughout the community. The position will engage with businesses through direct solicitation, attending business association meetings, interfacing with the Chamber of Commerce, SSAs and site visits. The Fellow will have the opportunity to propose new projects, learn about and participate in other Office initiatives and projects, and connect with other sustainability professionals within the field.

POSITION RESPONSIBILITIES:

- Works with the Economic Development Division to partner with local business districts to develop Sustainable Business Program.
- Develops educational and outreach materials with the Community Engagement Division
- Works directly with individual businesses and business districts to provide assistance with applying for and implementing sustainability programs (such as utility rebates, recycling, composting, etc.).
- Designs and implements the Sustainable Business Program.
- Develops relationships with third-party program administrators such as natural gas and electric utilities and recycling, garbage and compost haulers.
- Creates processes to manage program participation and track performance metrics.
- Attends and presents at business association, Chamber of Commerce and SSA meetings and gatherings.
- Conducts site visits to businesses to support participation in the developed program(s).
- Supports implementation of the City's climate action and resilience plan.
- Represents the City at external meetings. May make presentations and/or represent the Office of Sustainability at meetings of City Boards and Commissions and civic or professional groups. Required meetings may be held outside of normal business hours.

- Supports the general operations of the Office of Sustainability.
- Conducts research studies and surveys; produces reports recommending appropriate courses of action for solutions to sustainability challenges; and, makes public presentations as needed.
- Performs other duties as assigned.

DESIRED SKILLS:

Successful candidates will need to possess a high school diploma, GED, or higher, and be able to demonstrate the following skills, experiences and abilities:

- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Ability to quickly learn organizational policies, procedures, and structures that will impact position responsibilities.
- Ability to research, develop, implement and evaluate projects and programs.
- Ability to work as part of a team to carry out the mission and goals of the Office of Sustainability.
- Ability to engage in innovative, creative, and resourceful thinking.
- Ability to meet deadlines, accept and coordinate changes in project schedules.
- Ability to establish and maintain effective working relationships with all levels of City employees, the general public, City boards and commissions, other agencies and contractors.
- Experience using Microsoft Office Suite to create clear concise documents, presentations and analysis.
- Fluency in Spanish is beneficial, but not required.

PHYSICAL REQUIREMENTS OF WORK:

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes. There are no environmental hazards associated with this classification.

NECESSARY SPECIAL LICENSES AND REQUIREMENTS:

To be able to drive a City vehicle, the Fellow will need to possess a valid driver's license and safe driving record.

SUPERVISION:

The Fellow reports to the Sustainability Coordinator who mentors and outlines work assignments, reviews work in progress, and assess completed work on a project specific basis. Guidance is provided by the Community Engagement Division, Public Works Agency and Economic Development Division.

PUBLIC CONTACT:

The employee has regular and frequent contact with department and division employees and other City employees; regular contact with individual citizens and groups, including business associations; and occasional contact with elected officials.