



**CITY OF CHELSEA, MA**  
**Human Resources Department**

City Hall, 500 Broadway, Room 301 - Chelsea, MA 02150  
Phone: 617.466.4170 - Fax: 617.466.4175

**SUSTAINABILITY MANAGER (Grant Funded)**

Dept: Housing & Community Development Union: United Steelworkers  
Pay Grade 10 Salary Range: \$64,749.66/year - \$81,130.80\*/year

**POSITION SUMMARY: (FULL DESCRIPTION FOLLOWS BELOW)**

Established in late 2020 with funding from the Barr Foundation, the North Suffolk Office of Resilience and Sustainability is a regional initiative encompassing the communities of Chelsea, Revere, and Winthrop. The Office is seeking qualified candidates for the position of Sustainability Manager, a role integral to addressing the climate risks facing the North Suffolk region. Under the purview of an Executive Committee, comprised of representatives from the three communities, the Office is housed within the City of Chelsea's Department of Housing and Community Development. The Office strives to advance projects, enact policies, and meaningfully engage the community, in order to protect residents and critical infrastructure from the impacts of climate change. As part of this mission, the Office will seek to safeguard vulnerable areas, reduce greenhouse gas emissions and air pollution that emanate from and affect these communities, and build the capacity of municipal officials, community organizations and residents to better prepare for and respond to catastrophic events. The responsibilities and duties of the Sustainability Manager shall encompass all actions that ensure task completion with quality and community engagement, while upholding the highest standards of transparency, accountability, and integrity. The Sustainability Planner shall promote, advance, and manage the energy efficiency, sustainability, and conservation agenda of the Office. In this role, the Sustainability Planner will devise and implement energy efficiency, renewable energy, and conservation initiatives; coordinate inter-municipal programs with an energy component; engage the community on sustainability and energy issues; advance social equity and community resilience; assist in the development of policy recommendations; manage active grants to ensure compliance; and pursue a variety of state and federal funding to further the mission of the Office. The ideal candidate shall possess a background in and knowledge of climate resilience, demonstrated through a track record of progressively responsible and disciplined project management. Excelling at this role will require a proven ability to plan and implement sustainability, energy, and conservation initiatives in diverse urban areas. The Sustainability Manager shall bring demonstrated practical experience in climate resilience planning, with an emphasis on equity and justice.

**EDUCATION AND EXPERIENCE:**

BS/BA in Planning, Urban Studies, Environmental Sciences, Environmental Engineering, or a related field. Five (5) years of similarly responsible experience in private or municipal/regional planning and/or program administration; or a Masters and three (3) years of such experience. A combination of relevant education and experience will be considered. This position requires a strong theoretical basis gained through education as well as practical experience, and knowledge of sustainability, energy, and climate resiliency in the Commonwealth.

**SKILLS, KNOWLEDGE & ABILITIES:**

Clear and concise writing and communication skills. Knowledge of state and federal sustainability data, grant programs, and applicable regulations. Understanding of climate science, emissions scenarios, climate adaptation and mitigation, equity and community resilience, and sustainability standards. Ability to meet and deal effectively with local, state and federal government agencies, and the general citizenry in the context of project completion. Proficiency in Microsoft Office, GIS mapping, and spatial analysis. Demonstrated project and/or program management skills. Ability to work individually & as part of a team. Demonstrated cultural competence & ability to effectively engage diverse communities.

**To apply, email your application and/or resume to [jobs@chelseama.gov](mailto:jobs@chelseama.gov) or send to Human Resources, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150. To view all of our Job Openings, go to our website at [www.chelseama.gov](http://www.chelseama.gov).**

**The City of Chelsea is an Equal Opportunity Employer.**

**CITY OF CHELSEA  
JOB DESCRIPTION**

**JOB TITLE:** Sustainability Manager (Grant Funded)

**DEPARTMENT:** Housing & Comm. Dev.

**UNION:** Steel Workers

**PAY CLASS/GRADE:** 10

**SUMMARY STATEMENT OF DUTIES**

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The ideal candidate shall possess a background in and knowledge of climate resilience, demonstrated through a track record of progressively responsible and disciplined project management. Excelling at this role will require a proven ability to plan and implement sustainability, energy, and conservation initiatives in diverse urban areas. The Sustainability Manager shall bring demonstrated practical experience in climate resilience planning, with an emphasis on equity and justice.

**ESSENTIAL JOB FUNCTIONS AND DUTIES**

- Identify, conceptualize, and implement sustainability, energy, and conservation projects as they relate to the built environment, transportation, energy systems, social equity, and the environment.
- Manage all phases of projects related to energy conservation and efficiency, air quality, renewable energy infrastructure, energy policy, clean transportation, and energy equity.
- Assist with the creation, enactment, and evaluation of local sustainability policy.
- Research and pursue local, state, and federal funding mechanisms, and advise communities on financing tools to realize organization and project-specific objectives.

- Identify information, social, organizational, and financial resource gaps and develop and implement strategies to address such gaps.
- Manage local, state, and federal grant programs, as assigned, to ensure timely completion of projects, fulfillment of project obligations within specified grant budgets, and compliance with all grant requirements.
- Develop, maintain, and implement a greenhouse gas inventory, a carbon neutral pathway assessment, and other sustainability planning tools.
- Assist with GIS data collection, mapping, analysis, and maintenance.
- Develop, maintain and regularly report on program budgets, schedules, and general progress, highlighting important milestones and outstanding issues warranting attention.
- Support procurement activities, assemble professional teams, and manage consultants, in order to successfully execute projects, meet schedules, and attain key milestones.
- Lead culturally competent civic engagement, public outreach, capacity building, and communications campaigns related to sustainability.
- As assigned, represent the Office on local and regional working groups, steering committees, inter-agency meetings (local, state, and federal), and other forums of professional collaboration.
- Remain apprised of emerging research, policy initiatives, and best practices on sustainability and energy.
- Coordinate with and contribute expertise to other City departments and agencies.
- Advise on regional, state, and federal resilience policy, regulations, and programs with implications for local planning practice.

## **SUPERVISION**

*Supervision Received:* Director of Housing and Community Development. The Manager will also report to a lead official in Revere and Winthrop on projects they are taking forward in those communities.

## **QUALIFICATIONS**

### *Education/Experience*

- BS/BA in Planning, Urban Studies, Environmental Sciences, Environmental Engineering, or a related field.
- Five (5) years of similarly responsible experience in private or municipal/regional planning and/or program administration; or a Masters and three (3) years of such experience. A combination of relevant education and experience will be considered.
- This position requires a strong theoretical basis gained through education as well as practical experience, and knowledge of sustainability, energy, and climate resiliency in the Commonwealth.

### *Skills, Knowledge and Abilities*

- Clear and concise writing and communication skills.
- Knowledge of state and federal sustainability data, grant programs, and applicable regulations.
- Understanding of climate science, emissions scenarios, climate adaptation and mitigation, equity and community resilience, and sustainability standards.
- Ability to meet and deal effectively with local, state and federal government agencies, and the general citizenry in the context of project completion.
- Proficiency in Microsoft Office, GIS mapping, and spatial analysis.
- Demonstrated project and/or program management skills.
- Ability to work individually and as part of a team.
- Demonstrated cultural competence and ability to effectively engage diverse communities.