

Sustainability Program Coordinator

Salary

\$44,325.91 - \$57,622.96 Annually

Location

Bloomington, IN

Job Type

Regular Full-Time (35-40hrs/week; with benefits)

Department

Economic & Sustainable Dev

Opening Date

06/12/2024

Closing Date

7/3/2024 11:59 PM Eastern

FLSA

Non-Exempt

Bargaining Unit

N/A

Position Reports to:

Incumbent reports to the Assistant Director of Sustainability.

Supervises Staff:

Yes

Typical Work Schedule:

Monday - Friday 8 am - 5 pm -some evening and weekend hours as needed to attend meetings and events

- [DESCRIPTION](#)
- [BENEFITS](#)
- [QUESTIONS](#)

Description

Supports the goals of the Bloomington Sustainability Action Plan, Climate Action Plan, and related City plans.

Duties

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (primary)

Assists in recommending and implementing new programs.

Manages projects, as assigned.

Responds to inquiries regarding programs.

Monitors progress towards goals and deadlines and provides status reports, as requested.

Drafts documents, reports, marketing materials, social media content, and correspondence.

Advertises and markets programs.

Coordinates and schedules meetings.

Maintains files and records.

Monitors contracts.

Provides administrative support to the Bloomington Commission on Sustainability.

Non-Essential (secondary)

Attends and/or facilitates meetings and events, when required.

Performs related duties or other special projects, as assigned.

Job Requirements

Minimum knowledge equivalent to a bachelor's, master's degree preferred. Knowledge of sustainability, economic development, community development, and local government principles, practices, and challenges, preferred.

Minimum experience equivalent to three years in a related field such as sustainability or public administration.

Program management experience preferred.

Proficient in Microsoft Word, Excel, and Power Point, or similar software.

Difficulty of Work and Personal Work Relationship

Difficulty of Work

Work is performed in a modern office environment with no unusual physical demands. Occasional overtime, as well as attendance at occasional evening or weekend meetings, hearings, and events, is required.

Personal Work Relationships

Position requires frequent communication with local organizations, media, and members of the general public for purposes of coordinating initiatives and conveying related information. Contact occurs during varied situations and circumstances.

ANYONE WISHING TO APPLY FOR THIS POSITION WHO DOES NOT HAVE ACCESS TO A COMPUTER MAY APPLY AT **CITY HALL, HUMAN RESOURCES DEPARTMENT** (401 N MORTON STREET, SUITE 230, BLOOMINGTON, IN 47404).

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La Igualdad De Oportunidades De Empleo Es La Ley.

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status or disability in employment or the provision of services.

The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.

Agency

City of Bloomington, Indiana

Address

401 North Morton Street

Bloomington, Indiana, 47404

Phone

812-349-3404

Website

<https://bloomington.in.gov/>