

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:



Associate Clean Energy and Climate Planner

SALARY: \$60,000 - \$68,000

DESCRIPTION:

The Metropolitan Area Planning Council seeks an Associate Clean Energy and Climate Planner. This position will work with municipalities to plan, develop policies, and implement programs that advance local- and regional-level clean energy and climate goals. The Associate Planner will support community engagement and local climate action planning across MAPC's communities.

MAPC's [Clean Energy Department](#) includes eight full-time staff who work closely with municipal and state officials, community-based organizations, and other stakeholders to develop innovative clean energy and climate programs, procure needed services and technologies, and advance transformative policies. Project work areas include collaboratively developing municipal and regional climate action plans; increasing building energy efficiency and supporting electrification of buildings and vehicles; expanding the use of and access to renewable energy; developing community-focused solutions to extreme heat and flooding, and advancing other local-and regional-level strategies that mitigate greenhouse gas (GHG) emissions and build community resilience to climate change. A strong lens towards advancing equity in our region guides this work. The Associate Planner will report to the Principal Planner on the Clean Energy team.

We seek individuals who are innovative, mission-driven, and committed to advancing climate progress and equity through just, inclusive, empowering, and informed public processes. This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable future. We are seeking to connect with individuals who are new to clean energy and climate planning and who are eager to grow their skills in this role. We are dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy and climate professions. We are actively seeking people who bring diverse backgrounds, perspectives, and lived experience to support our department's work.

About MAPC:

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities involve sustainable development, advancing equity, regional collaboration, and creating a climate-friendly region. We are guided by our regional plan, MetroCommon2050: Shaping the Region Together. MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC's Boston office.

MAPC strongly supports the professional development of each staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston. For more information about MAPC or *MetroCommon2050*, please visit www.mapc.org

RESPONSIBILITIES

The Associate Planner will work with the Clean Energy team and other MAPC colleagues to:

- Help local governments and community-based partners develop equity-focused plans, policies, strategies, and programs that reduce greenhouse gas (GHG) emissions and build community resilience to climate change.
- Conduct outreach to diverse stakeholders across communities to inform project development, build relationships with relevant partners, and collect information and data to support community-driven clean energy and climate planning processes.
- Prepare and present reports on municipal and community energy use and GHG emissions and use that information to propose strategies and policies for advancing communities' climate and equity goals.
- Support staff with project timelines and budgets for small- to medium-scale technical assistance projects with municipalities.
- Working with members of the team and the Community Engagement team, plan and support virtual and in-person community engagement events to inform the development of local net zero and climate action strategies.
- Expand and maintain relationships between MAPC and relevant stakeholders, including municipal partners, community organizations, nonprofits, utilities, and state agencies.

- Contribute to internal strategic discussions to advance the Department's clean energy and climate services and efforts to operationalize equity through project work.
- Support MAPC's Clean Energy webpage and program materials development.

Occasional evening and weekend events, and local travel are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account and BlueBikes membership.

QUALIFICATIONS

Candidates for this position must have either a Bachelor's degree and one year of relevant work experience, or an Associate's degree with two years of relevant work experience. Internships and part-time positions are considered relevant work experience.

Successful candidates for this position will demonstrate all or most of the following:

- Experience working on projects independently and in team-based settings, including organizing a project work plan and schedule that leads to successful execution of project work.
- Ability to communicate about clean energy and climate issues and data to a wide variety of audiences, such as municipal staff, state agencies, community groups, the general public, and elected and appointed officials.
- Strong organizational, research, writing, analysis, strategic thinking, listening, and public presentation skills, and ability to navigate data sets and identify trends.
- Ability to work well independently and within a team setting.
- Interest in public processes, facilitation, and collaboration.
- Eagerness and ability to learn about and apply clean energy and climate topics in a municipal and regional government context.
- Enthusiasm for municipal and regional planning topics, and commitment to advancing smart growth, regional collaboration, and equity in Metro Boston.

Additional desired skills and/or experience the candidate may have (a plus, but not required):

- Experience with federal, state, and local plans and regulations related to clean energy and climate topics and municipal and regional planning.
- Knowledge of energy efficiency, building electrification, electric vehicles, and/or renewable energy programs and technologies.
- Proficiency using Microsoft Office Suite including comfort using Excel to analyze climate and energy data

- Skills in graphic design or web design; experience with software and platforms such as WordPress, Illustrator, Photoshop, InDesign, or social media platforms.
- Skills in meeting planning, facilitation, community engagement, and project management.

Per MAPC COVID-19 Vaccine Policy, all employees must be fully vaccinated. This position will require the selected candidate to show proof of full vaccination against COVID-19, including up to date boosters. MAPC will consider reasonable extensions or accommodations as required by law.

SUPPLEMENTAL INFORMATION

Compensation and Benefits:

The salary ranges from \$60,000 to \$68,000 depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits, a flexible, supportive, and family-friendly work environment and a commitment to professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.