

## **Sustainability Program Coordinator - (240002LJ)**

### **Executive Office of Housing and Livable Communities (EOHLC) is seeking a Sustainability Program Coordinator in the Division of Public Housing!**

#### **AGENCY MISSION:**

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

#### **OVERVIEW OF ROLE:**

The Sustainability Program Coordinator assists Housing Authorities with access to programs that improve environmental sustainability, resiliency, and the living environment for the state-funded public housing portfolio which serves approximately 75,000 residents, in 43,500 units, in 234 communities. These programs align with the Bureau of Housing Development & Construction's capital planning and improvement program for the state-supported public housing portfolio, which is run by a team of 30 with expertise in architecture, engineering, project management and construction.

The Sustainability Program Coordinator will work closely with EOHLC staff, including the Sustainability Program Developer and members of Architecture and Engineering Services Unit (AESU), Project Management Unit (PMU), and Construction Management Unit (CMU), to ensure that projects funded with Sustainability funds meet the stated goals of the project. The Coordinator tracks projects and Sustainability funding to ensure it is spent in a timely manner and appropriate to the goals of the program.

They work with Local Housing Authorities (LHAs), to connect them with resources and to manage projects and grants. The Coordinator works closely with Regional Capital Assistance Teams (RCAT), both remotely and in the field, to disseminate climate policy, to educate about available resources, to answer technical questions, and to make recommendations for the capital planning of projects.

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Budgeting:**

- Assist the Sustainability Program Developer in collaborating with housing authorities, RCATs and EOHLC staff to implement an annual budget for capital projects that result in energy, greenhouse gas, and other environmental resource conservation, increased resilience to climate change hazards and vulnerabilities, and improved air quality and healthy living environments. Be aware of and adhere to the needs of budget alongside ecological performance, supply chain management, and carbon footprint reduction.

##### **2) Resource Conservation:**

- Support housing authorities in their utilization of the Low-Income Multi-Family utility energy efficiency program and any other potential sources of energy efficiency retrofits at low or no cost, or through rebates to the LHA.
- Assist in the implementation of resource-conserving programs, resiliency programs, air quality/healthy environment programs, and other environmental impact programs.

##### **3) Training:**

- Assist the Sustainability Program Developer in conducting trainings, forums and workshops for division staff, housing authority, regional agency staff, and residents, as appropriate. Respond to and/or refer inquiries about the programs, about other outside resources, and about state and federal environmental statutes and regulations.

#### **4) Research:**

- Assist with research and review of comprehensive environmental, social, regulatory, technical and economic issues for all conservation and environmental projects and develop and implement strategies to share relevant research and findings with stakeholders.
- Assist in seeking out opportunities for renewable energy use, including securing subsidies for same. Facilitate the installation of renewable technologies at housing authorities and work with other state agencies [Department of Energy Resources (DOER) and Massachusetts Clean Energy Center (MassCEC)] and partner organizations to take advantage of programs & rebates available for sustainable technologies.
- Assist in seeking out opportunities for increased resilience to climate change hazards, including securing subsidies for same. Facilitate the installation of materials and technologies at housing authorities.
- Assist in seeking out opportunities to improve air quality and healthy environments in public housing, including securing subsidies for same. Facilitate the installation of materials and technologies at housing authorities.

#### **5) Program Development & Evaluation:**

- Promote and help develop the programs' strategic plan and the metrics to measure the success and environmental impact of the programs, including coordinating and analyzing data/data tables, and recommending present and future practice while considering factors such as cost effectiveness, technical feasibility, adoption and sustainment.

#### **6) Document Preparation:**

- Prepare reports, executive briefings, proposals, recommendations, guidance materials and tools, and presentations to advance sustainability, resilience and healthy environments in public and rental assistance housing. Maintain and create online content. Implement benchmarking, guidelines, and measurement protocols and tools. Track cost savings.

#### **PREFERRED QUALIFICATIONS:**

1. Extensive knowledge of, and relevant experience and expertise in topics of sustainability, resilience and healthy environments, including leading practices and trends.
2. An ability to function semi-autonomously as a self-starter, utilizing innovative and open-minded approaches, for the purpose of educating stakeholders about program objectives.
3. An ability to think strategically, take the initiative and execute agreed-upon strategies in order to define program objectives, evaluate progress and independently manage projects from start to finish.
4. An ability to utilize innovative thinking and creative problem-solving in order to develop new investments and strategies to address challenges for the program.
5. Demonstrated proficiency with computers and computer programs, particularly Microsoft Office (including Word, Excel, PowerPoint, Access, and Outlook).
6. Excellent interpersonal skills and the ability to work productively and effectively both in a team environment and individually with intermittent supervision.
7. Excellent writing and presentation skills, as demonstrated by the ability to write clearly and succinctly under time pressure and to make well-organized and competent verbal presentations to diverse groups, in a variety of settings.
8. An ability to assimilate, and analyze programs, policy, large data sets, and other relevant materials and then synthesize them into existing and new programs, including reporting on the programs.
9. An ability to interpret and stay current with federal and state policies, statutes and regulations used to develop and design compliance mechanisms.
10. An ability to present complicated information in a comprehensive, yet comprehensible manner.

#### **COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

## **QUALIFICATIONS**

**First consideration will be given to those applicants that apply within the first 14 days.**

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.\*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.\*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

## **Comprehensive Benefits**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Program Coordinator III

**Functional Title:** Sustainability Coordinator

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Administrative Services

**Agency:** Exec Office of Housing and Livable Communities

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Feb 26, 2024, 2:53:05 PM

**Number of Openings:** 1

**Salary:** \$73,566.74 - \$107,580.72 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**Potentially Eligible for a Hybrid Work Schedule:** Yes

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a**

**Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Jessica

Molina - 8572480160

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240002LJ>