



# City of Mountain View

Now accepting applications for:

## COOL BLOCK PROGRAM ASSISTANT (HOURLY)

\$38.98 to \$47.38 Hourly

### Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

### APPLY NOW!

Submit your application and resume online at [calopps.org](http://calopps.org) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis. **This recruitment may close at any time.** Depending on the number of applicants this process may be altered.

#### CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

### What's the Role?

We're looking for **innovative and collaborative** people to take on the role of a Cool Block Program Assistant within the Sustainability Division of the City Manager's Office. This position is part time, working no more than 29 hours per week, and is limited to a term of up to one year as it is grant funded. This is primarily a remote or work from home position. However, required in-person attendance at meetings are anticipated to occur frequently in Mountain View. The hourly position excludes city benefits.

The Cool Block Program Assistant will primarily lead the Mountain View Cool Block Program, working to build leadership and teams/cohorts in strategic neighborhoods to support and encourage residents to transition their gas appliances to clean electric alternatives (e.g. heat pumps, EV charging, and induction stoves) and provide education on how to adapt to climate change.

### The Essentials

#### Minimum Qualification

- Knowledge in building electrification, climate adaptation, and resiliency.
- Equivalent to the completion of the 12th grade supplemented with college course work in environmental sustainability or related field.
- Possession of a valid California Class C Driver License.

#### Bonus Points

- Experience in the specific program field is desirable.
- An associate of arts degree is highly desirable.

### What You'll Do

- Help develop Cool Block tracks for strategic targeted electrification, renters, and people who speak Spanish, Chinese, and Russian in collaboration with the City's Multicultural Engagement Program
- Evaluate and implement program improvements, including feedback from previous cohorts
- Lead the City's Cool Block program cohort, including program promotion, Block Leader recruitment and training, and participant support throughout program year
- Prepare reports on Cool Block Program, including program evaluation and measuring outcomes
- Assist with tracking the Mountain View Cool Block program budget

### Are We a Match?

- You have experience in leading and organizing groups.

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<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.