

# **JOB ANNOUNCEMENT**

## **Program Services Specialist I/II/Senior**

### **Energy Council Outreach**

Program Services Specialist I monthly salary range: \$6,425 - \$7,901

Program Services Specialist II monthly salary range: \$6,909 - \$8,495

Senior Program Services Specialist monthly salary range: \$7,425 - \$9,132

The position may be filled at the Program Services Specialist (PSS) I, II, or Senior level, at the discretion of StopWaste staff.

#### **About StopWaste**

StopWaste is a public agency committed to advancing environmental sustainability and building healthy, equitable, climate resilient communities in Alameda County and beyond. By partnering with non-profits, businesses, schools and local governments in the communities we serve, our efforts are amplified and better tied to community needs in one of the most diverse and dynamic regions in the country.

Advancing a circular economy is an aim that threads through our three programmatic focus areas: waste prevention and material circularity, strengthening community food systems, and accelerating construction innovation and a clean energy transition in buildings. Our strategy in how we design programs is guided by the understanding that fostering equity and care for the environment is imperative for building sustainable communities. Our work reflects our commitment to these imperatives and is grounded in our unique approach to cultivating environmental stewardship, developing partnerships, and fostering innovation.

#### **The Position**

This position is housed within StopWaste's built environment team, which supports the goal of promoting energy and resource efficiency in the Bay Area construction sector. The services we offer include incentives and technical assistance, circular economy infrastructure and pilot projects, building labeling, community and practitioner engagement, model policies and policy support, advocacy, and research studies.

This position is funded through the Bay Area Regional Energy Network ([BayREN](#)) and will support innovative energy efficiency and building electrification in Alameda County and the greater 9-county Bay Area region. Responsibilities include promoting participation in energy upgrade rebate programs through engagement, relationship-building, and outreach.

The PSS will support the [BayREN](#) Single Family, Multifamily, and Workforce programs. The Single Family program is an equity-focused program that provides rebates and assistance for single-family residents to make energy upgrades. The Bay Area Multifamily Building Enhancements Program (BAMBE) is also equity-focused, providing technical assistance and rebates to make multifamily buildings healthier, more comfortable, and more energy efficient

while reducing associated carbon emissions. BayREN's Workforce, Education, and Training program aims to connect low-income and underserved youth with work in the green economy and provide them with a path to full-time employment. We believe that solutions are lasting and impactful when developed alongside key partners and we are looking for someone who can help us deepen the relationships needed to do that.

### **Job Responsibilities**

Duties include the following:

- Develop an understanding of the needs of key stakeholders and determine how program resources can support them with achieving their goals.
- Conduct outreach to a variety of organizations including, but not limited to, local governments, community and faith-based organizations, community land trusts, affordable housing advocacy organizations, high schools, community colleges, youth organizations, contractors, homeowners, and multifamily property owners and managers of both deed-restricted affordable and market rate housing.
- Take the lead in coordinating, promoting, and delivering community meetings, presentations, workshops, trainings, and other events/outreach activities.
- Provide input on program design informed by hands-on community engagement work.
- Serve as the initial contact person to general inquiries and requests for information regarding programs, workshops, events, and other outreach activities.
- Create and modify resources and presentations as needed and assist in the production and distribution of outreach materials including case studies and videos.
- Manage the electronic mailing list and perform outreach through email and social media.
- Analyze data to target marketing and outreach activities and determine the effectiveness of various strategies.
- Coordinate with the StopWaste's Communications and Community Engagement teams on partnerships and outreach strategies.

### **Physical and Other Job Demands**

- Possession of a valid California driver's license. Proof of automobile insurance is required if using a personal vehicle for work-related activities. Note that applicants do not need to have their own car and the StopWaste Zipcar account may be used in lieu of a personal vehicle.
- Must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 lbs.
- Ability to adhere to StopWaste's policy regarding teleworking, which currently requires a minimum of two (2) days per week in the office and is subject to change based upon the needs of the Agency.

- Ability to work a flexible schedule to accommodate occasional evening and weekend events (virtual and in-person), as necessary.

### **Minimum Qualifications**

The qualifications provided below are consistent with the PSS job classification description and are the *minimum* for each level. StopWaste may offer the position at the PSS I, II, or Senior level at their discretion.

#### *Education and Experience*

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

#### *Program Services Specialist I*

Two (2) or more years of responsible experience in community outreach, resource conservation, climate, or energy efficiency programs, as well as demonstrated experience in partnership development, public speaking, conducting group trainings, and community engagement.

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in human development, environmental studies, public policy, public health, public administration, education, communications, urban planning, architecture, energy, or a related field.

#### *Program Services Specialist II*

In addition to the education requirements for the PSS I classification, this position requires three (3) years of increasingly responsible experience in the areas listed above.

#### *Senior Program Services Specialist*

In addition to the education requirements for the PSS II classification this position also requires one (1) additional year of increasingly responsible experience in the areas listed above.

### **Specifically, the applicant should possess the following skills and/or experience:**

- Comfort with public speaking and the ability to communicate effectively both orally and in writing.
- Experience in organizing or participating in diverse coalitions and developing strategic partnerships.
- Understanding of how equity issues intersect with energy, public health, housing, and workforce.
- Perform work in a self-directed but team-oriented and flexible manner with the ability to analyze situations quickly and objectively to determine a proper course of action.
- Proficient in Excel, Word, and PowerPoint.

**Additional desired qualifications:**

- Have a general understanding of public agencies and environmental (climate, energy, or materials management) policy in California.
- Fluency or proficiency in Spanish, Chinese, Tagalog, Vietnamese, and/or Hindi.
- Proficient in Adobe Creative Suite, CRM (Salesforce), Tableau, or other potentially relevant software.

**Application Procedure**

Applications and correspondence will be accepted through email. Please email the following documents to [jobs@stopwaste.org](mailto:jobs@stopwaste.org) and include the position title “Energy Council PSS” in the cover letter and email subject line:

- Cover letter referencing the position title
- StopWaste Job Application
- Resume

The application can be downloaded at [www.stopwaste.org/job-application](http://www.stopwaste.org/job-application). Application packets may also be mailed to the StopWaste office:

StopWaste

Attn: Energy Council PSS

1537 Webster Street

Oakland, CA 94612

**Deadline for the receipt of applications is 5:00 p.m. Friday, May 31, 2024**

**Interviews will be held the week of June 17, 2024 (in person)**

*Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority, an Equal Opportunity Employer.*