



City of Beacon

Climate Smart Communities Coordinator

The City of Beacon is looking for a Climate Smart Communities Coordinator who is qualified and motivated to help move the City towards a more sustainable future. The responsibilities of this position can be found below. The Coordinator position is part time, 30 hours per month at \$25 per hour. If you have any questions, please contact the Mayor's Assistant, Collin Milone, at 845 838-5010. To apply, please send a resume, cover letter and 3 references to cityofbeacon@cityofbeacon.org with **Climate Smart Communities Coordinator Application** as the subject line no later than May 3, 2019.

Required qualifications

- Leadership experience, willing to network with nearby communities
- Excellent public speaker
- Background in Environmental Studies or a similar field
- Experience with climate change solutions
- Organized, with strong attention to detail

Preferred qualifications

- Experience with grant funding application and management
- Experience working with the Beacon community

Responsibilities of the Climate Smart Communities Coordinator

- 30 hours per month
- Gather information on energy use in municipal operations to explore areas with energy-saving potential
- Coordinate volunteers
- Coordinate the greenhouse gas (GHG) inventory
- Assess existing land use plans (e.g., comprehensive plan, open space plan) and land use tools to determine if energy and climate change are addressed
- Gather information on planned projects or large purchases within local government. For example, if the local government is planning to purchase equipment, build a new facility, or start a municipal planning or capital improvement project, there may be opportunities to integrate energy conservation or waste reduction practices into the project or purchase
- Research existing programs or policies that support GHG reductions and may be expanded or may help task force members identify members of local government staff who are

knowledgeable about GHG reduction strategies

- Gather information on available funding sources, technical assistance and other resources to assist with GHG-reduction projects.
- Research similar initiatives in other localities. Other local governments in New York have implemented similar projects; the Climate Smart Communities program offers a network of communities active in this area that share best practices and develop partnerships with neighboring communities
- Draft resolutions and ordinances to implement GHG reductions and adaptation measures.
- Educate residents and businesses on climate change and local climate programs and seek input for projects that will align with their interests and goals. Encourage citizen action by providing information on best practices and funding available for their own projects.