



## Assistant to the Town Supervisor & Sustainability Coordinator Job Description

This position has two separate, but related components. As Assistant to the Town Supervisor the job is to provide administrative support, to be “the face” of the Town Supervisor to constituents and the Town Board and to assist in the coordination and organization of the Supervisor’s goals and objectives. As the Sustainability Coordinator the job is to initiate, facilitate and implement the Town’s sustainability efforts to improve the environment through working with the Sustainability Collaborative, staff and residents. Duties include but are not limited to the following:

### **Assistant to the Town Supervisor**

- Deal with inquiries by phone, e-mails, in writing or in person
- Support the Town Board – e.g. prepares informational reports on various municipal activities and events
- Serve as the liaison between the Town Board and Town officials
- Prepare correspondence and drafts proclamations
- Maintain files and records
- Communicate and assist with public outreach – e.g. prepare press releases, e-mail blasts and other social media communications
- Coordinate and plan events

### **Sustainability Coordinator**

- Act as staff liaison to the Sustainability Collaborative – e.g. assist in agenda preparation, attend meeting and document meeting activity and discussion
- Assist in the preparation of grant applications
- Maintain greenhouse gas inventory
- Assist with special projects and event planning
- Attend program events and meetings
- Update Environmental Facebook page
- Coordinate the Town of Mamaroneck’s Climate Smart Communities program

### **Skills and Abilities**

- Excellent oral and written communication and interpersonal skills
- Project coordination experience, excellent planning, organizational and administrative skills
- Strong computer and internet research skills; proficient with Microsoft Office, including Word, Outlook and Excel
- Ability to work effectively with all levels of management and staff, as well as the public