

Notice of Intent to Hire Recovery and Resiliency Coordinators and Managers Sustainable Jersey

Position Descriptions:

Sustainable Jersey is seeking credentials from qualified candidates to fill several new positions coordinating efforts to help municipalities recover from Superstorm Sandy, and also become resilient to the expanding impacts of climate change generally. Sustainable Jersey is anticipating receiving new funding for this purpose in the upcoming months. To facilitate moving quickly to meet the needs of the recovery effort, we are inviting qualified candidates to submit their resumes and cover letters now in anticipation of funding awards.

Two types of positions will be filled (detailed below). All submitted credentials will be automatically considered for both of types of positions:

Resiliency Planner: Skilled Planner/ Project Manager who will assist local governments with Sandy recovery and resiliency planning within a region (or service area), as part of a statewide network of on-the-ground recovery managers and resiliency coordinators. The position will coordinate with the array of public and private support and policy development organizations focused both on the Sandy recovery efforts, and helping communities become resilient to the full slate of predicted impacts of climate change. Recovery and Resiliency Coordinators will act as circuit-riders as part of a network serving all the municipalities in New Jersey, with each Coordinator covering a specific region. Depending on funding, there will be Coordinators serving all regions of the State.

Each coordinator will provide a slate of services and resources, including serving as a clearinghouse for available state, federal, and NGO resources and providing technical assistance for resiliency planning efforts. In addition to helping local governments secure assistance, the position will identify local needs and work with other staff to support and shape the efforts of state, NGO, and federal policy development and research organizations. The impact of this position will be to support the recovery throughout New Jersey, and especially in the most vulnerable communities; and to accelerate the development and deployment of the next generation of best practices for resiliency to climate change.

Resiliency Network Manager: Skilled Planner/ Project Manager who will lead efforts to build the Network, and manage and support the work of the regional coordinators. The position will interface with state, regional, federal, and NGO organizations to facilitate the provision of technical and financial support to communities. The position will also interface with the network of Resiliency Coordinators to identify and distill local needs, and serve as an advocate for meeting those needs to the array of resources organizations. This will include facilitating the provision of financial resources and technical and planning resources. It will also include working with research and policy development organizations to develop the next generation of planning and decision support tools that are needed at the local level to support resiliency efforts.

About Sustainable Jersey:

Sustainable Jersey is a certification program for municipalities in New Jersey that want to take steps to sustain their quality of life over the long term. We are a nonprofit, nonpartisan organization that provides tools, training and financial incentives to support and reward communities as they pursue

sustainability programs. We also work closely with government and private agencies to develop new technical and financial resources, and coordinate policy, to build the capacity of local governments.

Responsibilities:

- Support the creation of local Long Term Recovery and/or Resiliency Plans
- Assist communities to identify and prioritize recovery and resiliency projects by working with local officials, stakeholder groups and disaster recovery project champions
- Identify priority projects within regions and engage in match-making to find technical and financial support from government agencies and private organizations
- Develop and maintain working relationships with state and federal agencies participating in the recovery process
- Support government and private agencies in finding local partners for pilot projects
- Provide technical support to communities integrating resiliency into local codes, ordinances, and planning documents
- Participate and support local decision making processes to facilitate reaching consensus for needed recovery and resiliency initiatives
- Support the preparation of grant applications to support programs and project financing and gap financing opportunities

Preferred qualifications:

- Minimum of 5 years leadership level experience in planning, public administration, economic and community development or city administration
- College degree in Planning, Economic Development, Public Administration or related field
- Knowledge of New Jersey's housing, economic and community development programs; understanding of building codes and inspection activities; municipal emergency response planning;
- Demonstrated communications skills (written and public)
- Proficient in Microsoft Office, including PowerPoint
- Ability to multitask; be self-starter
- Understanding of government financial planning and fund accounting
- Experience with grant writing; knowledge of creative financing methodologies
- Minimum commitment of one year

Compensation:

Compensation will be competitive and based on the candidate's experience and skills. This is a full-time position; however, flexible hours may be available and independent contractors are welcome to apply. Positions are expected to be up to 3 year commitments based on funding.

To apply:

Qualified candidates should submit a cover letter with resume and one writing sample (no more than five pages) with salary requirements to Hiring Manager at careers@sustainablejersey.com.