



## **Job Announcement**

Residential Energy Coordinator

October 2023

### **ABOUT THURSTON CLIMATE ACTION TEAM**

Thurston Climate Action Team (TCAT) is a local non-profit organization dedicated to partnering with our community to restore earth's climate and create a healthy, just, and joyous world for all people and our planet.

TCAT is spearheading a multi-pronged approach to addressing the most urgent challenge ever faced by humanity. From influencing local government priorities to promoting energy efficiency and empowering citizens to mobilize, TCAT has earned a reputation for leadership on climate in Thurston County. Learn more at <https://www.thurstonclimateaction.org/>

### **POSITION OVERVIEW**

TCAT is seeking a Residential Energy Coordinator to work 20 hours per week, under the supervision of TCAT's Board President. This position plays a key role in developing, advocating for, promoting and implementing residential energy efficiency policies, programs, and projects throughout Thurston County. In particular, this person will organize and mobilize low income housing, social service, business, financial, non-profit, and environmental leaders and organizations throughout Thurston County. The mission will be to advocate with local elected officials for the adoption and funding of robust policies and programs that significantly improve residential energy efficiency, while reducing health risks and consumer energy costs, especially for marginalized and low-income residents. This person will also collect articles and publish a monthly email newsletter. While the work will be focused on Thurston County, this person will also collaborate with appropriate partners across Washington state to coordinate strategy, garner funding, and share successes and lessons learned. This position is currently grant funded and part-time, but TCAT hopes to make it full-time as more funding is secured. The expanded position may encompass work on some of TCAT's other priority areas.

### **ESSENTIAL JOB FUNCTIONS:**

- Work independently but also in a team environment.
- Manage commitments and expectations with multiple TCAT team members (other staff, board members, and volunteers), who may have differing priorities and concerns, building trust through frequent communication.
- Participate and/or lead regular meetings (internal and external, virtual and in-person) related to this

position and to TCAT's organizational goals.

- Develop and/or maintain liaisons between TCAT and partner organizations, volunteers, and government officials.
- Collaborate with outside organizations and resources on community education and engagement opportunities, with special focus on low-income and BIPOC communities.
- Provide updates to TCAT and other key stakeholders on program objectives, performance and outcomes.
- Aid with funding proposals, tasks, and reporting to funders related to this position.
- Gather information and articles from other staff, board members and volunteers for a monthly email newsletter. Currently TCAT uses Mailchimp to publish this newsletter.
- Perform minor administrative tasks as needed.
- Provide monthly reports to the board of directors.

### **Buildings and Energy Related**

- Become intimately familiar with the Thurston Climate Mitigation Plan, especially those sections related to residential energy efficiency.
- Regularly convene, facilitate, and grow TCAT's Buildings as Climate Action (BACA) Group. Rely on the volunteers in that group as a resource for policy and program advice and advocacy to further the goals of this position and TCAT generally.
- Identify and promote efficient residential building practices, incentives and options for healthy and sustainable buildings.
- Become familiar with health concerns and solutions related to residential energy efficiency, including indoor air quality and extreme heat events.
- Advocate and provide recommendations to policymakers on residential clean energy sources, energy efficiency and healthy indoor air policies, incentives and codes. Research, analyze and evaluate policies, incentives and codes, and prepare and present project reports.
- Collaborate with local government and housing agencies to educate public officials, businesses, financial institutions and the general public on the connection between home energy efficiency, climate change, economic justice, health (including indoor air pollution and extreme heat) and other community concerns.
- Center the voices, needs and concerns of BIPOC and low income communities, and use an equity lens in all decisions.
- Consult with the TCAT President or other appropriate board members about major policy initiatives.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Bachelor's degree or equivalent related professional experience in Environmental Planning/Policy/Science, Engineering, Urban Planning, Sustainability, Architecture, Economics or related field.
- At least two years' experience in community organizing..
- Because many meetings are via Zoom technology, a computer and internet access are needed. A phone is also required.
- While most tasks will be done in the day, must be willing to work evenings and weekends as needed to fulfill related position tasks.
- Must reside in or very close to Thurston County.
- TCAT staff must follow COVID guidelines of the Center for Disease Control, Washington State, and Thurston County

### **DESIRABLE EXPERIENCE**

- Experience related to sustainable building development, policy, and/or programs, and experience working with community members on energy efficiency or clean energy projects.

- Practical experience in building design or construction, for example, involvement with construction or other parts of housing development. Ability to analyze buildings, apply carbon budgeting, gather and manipulate data on building performance metrics.
- Knowledge of renewable energy sources and the energy grid.

## **CHARACTERISTICS REQUIRED**

- Strong personal motivation and drive
- Excellent verbal and written communication skills, with strong attention to detail.
- Demonstrated experience with meeting facilitation, education and training, presentations, and report writing.
- Possesses planning, project management and analytical skills and a professional and respectful attitude.
- Prioritizes skills and projects to meet deadlines.
- Ability to remain flexible and work effectively to maintain positive relationships with internal staff, volunteers, government officials, partner organizations, and the public.
- Comfortable talking with a variety of audiences – for example, political leaders, teammates and volunteers, organizational partners, building contractors

The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all miscellaneous, incidental, or similar duties which may be required from day to day, such as helping with events or programming needs.

## **COMPENSATION**

- Hourly rate of \$25-30 per hour, depending on experience, before deductions and withholding.
- This position is eligible for paid vacation, and sick leave.

## **HOW TO APPLY**

- Submit a resume and cover letter explaining why you are the best candidate for this position to [tom@thurstonclimateaction.org](mailto:tom@thurstonclimateaction.org). Please include the link to your LinkedIn Account, if applicable. Applications will be accepted until November 15, 2023.
- Candidates chosen to be interviewed will be required to provide references and a writing sample, such as a report, press release, or letter to the editor; and a project work plan including tasks, schedule and assignment of responsibility/ accountability

TCAT is an equal opportunity employer. TCAT recognizes the inequities present in various government and corporate policies that disproportionately hurt the most marginalized people in society, including people of color, people from working class backgrounds, women and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.