

Manager's Office
Municipal Building
93 Cottage Street
Bar Harbor, ME 04069



Kevin L. Sutherland
Town Manager
manager@barharbormaine.gov

JOB DESCRIPTION
SUSTAINABILITY COORDINATOR
TOWN MANAGER'S OFFICE

SUMMARY:

Bar Harbor is a small island community with a tourism based economy, home to the only National Park in New England. The Town is working to respond to the climate emergency and better understand and mitigate the impacts of increasing visitation and seasonal population.

The Town of Bar Harbor is seeking a Sustainability Coordinator to help Bar Harbor create equitable and sustainable solutions regarding decisions made within all town departments. Taking on a multidisciplinary approach, the Sustainability Coordinator will seek to increase the efficiency of Town operations, seek innovative approaches to improve municipal services, and conserve natural and financial resources. The Sustainability Coordinator will also work with community organizations, citizens, and businesses seeking to conserve energy, reduce waste, and preserve our natural resources.

The work of the Sustainability Coordinator involves advising on sustainable practices, directing projects, taking independence in grant writing and opportunities for outreach, understanding operations pertaining to a variety of areas including environmental sustainability, energy conservation and efficiency, and climate change initiatives.

MAJOR RESPONSIBILITIES:

The Sustainability Coordinator will report to the Town Manager and serve as an advisor to all departments on sustainable and equitable practices and implementations. Responsibilities include, but are not limited to:

1. Researching opportunities for grants, rebates, incentives, state programs, and energy saving opportunities for all departments when advisable; apply for programs and grants when necessary.
2. Working closely with all town departments to serve as a sustainability consultant for planning and development within the department.

3. Conduct sustainability performance assessments for the town and work with the Communications Coordinator to share findings with municipal departments, boards, committees, and the public.
4. Working closely with the Communications Coordinator, support public participation and engagement in all town climate action efforts, meetings, and knowledge sharing.
5. Conduct Sustainability Performance Assessments using US Environmentally-Extended Input-Output (USEEIO) models.
6. Building on existing greenhouse gas inventory work, further measure and track GHG emissions for all forms of tourism, business and municipal operations.

REQUIRED AND PREFERRED QUALIFICATIONS:

The Town of Bar Harbor is looking for a knowledgeable individual who has great communication skills, is determined and passionate, and is able to work both independently and collaboratively in professional settings.

Ideal applicants will meet the following:

1. Degree in communications, sustainability, planning, environmental science, environmental policy or management, humanitarian studies, or a related field.
2. Significant experience developing or advising in general sustainability programs, climate action planning, public engagement, or a related field.
3. A deep understanding of both sustainable and equitable practices.
4. General or basic understanding of the work that each town department does as well as how they work together.
5. Experience in research, policy development, and report and grant writing.
6. Experience with software pertaining to the documentation and analysis of GHG.

The following are preferred traits and skills:

1. Commitment to local community leadership in climate action.
2. Climate justice and equitable climate solutions
3. Creativity and innovation

4. Experience working for local government.
5. Strong critical thinking skills
6. Strong public speaking and communication skills

BENEFITS AND HIRING WAGE:

The Town of Bar Harbor offers a competitive benefit package including health care, a health reimbursement account, Maine PERS defined benefit retirement plan, 457 defined contribution plan. Further information on benefits can be found on our town's website:

<https://www.barharbormaine.gov/>

This is a full time salaried position. Work days and project requirements are flexible and negotiable with the supervision of the Town Manager but applicants should be prepared to, on occasion, work weekends and late evenings. For salary details please contact Bar Harbor Town Manager, Kevin Sutherland upon submission of resume and letter of interest.

HOW TO APPLY:

Interested applicants should send their CV or Resume, along with a letter of interest and at least 2 references to the Town Manager, Kevin Sutherland: ksutherland@barharbormail.org

For further information or questions please call (207) 288-4098

- The Town of Bar Harbor is an equal opportunity employer -