Job Opening:
Community Sustainability Planner
Genesee Finger Lakes Regional Planning Council

Looking to progress your career, but also wanting to live life to the full? Then Genesee Finger Lakes Regional Planning Council (GFLRPC) is the place for you. We believe in providing our staff with a happy and harmonious work environment that helps them achieve their professional goals and aspirations.

The Genesee-Finger Lakes Region is one of country’s most vibrant on-the-grow regions and is home to great lakes, "Grand Canyon of the East," ski resorts, cycle trails, fishing and outdoor recreation, and so much more. Award-winning restaurants, wineries, craft breweries will be at your doorstep.

The Genesee Finger Lakes Regional Planning Council (GFLRPC) is seeking qualified applicants for a full-time Community Sustainability Planner. The successful applicant will carry out outreach and technical support tasks related to the New York State Department of Environmental Conservation’s Climate Smart Communities program.

Responsibilities

Duties include serving as a sustainability planner is to recruit and network with municipalities throughout the region and will include delivering technical assistance services and guidance related to the Climate Smart Communities program. Specific responsibilities will include:

- Assist local governments to become Climate Smart Communities Certified.
- Assist local governments in preparing greenhouse inventories and climate mitigation plans.
- Assist local governments in preparing climate resilience and adaptation plans.
- Make presentations and conduct local on-site training and workshops to groups of interested local officials and community stakeholders on program-specific topics.
- Identify and connect communities with other relevant clean energy and climate change programs and grant opportunities.
- Supporting local clean energy and sustainability project implementation.
- Maintain information on partnerships, meetings, referrals, and other activities through regular reporting.
Desirable Skills and Abilities

This position requires a motivated individual with an interest in working with local governments to advance the clean energy goals of New York State, specifically through promotion and assistance with the Climate Smart Communities (CSC) program (https://climatesmart.ny.gov/). The successful candidate will be able to work independently and to take initiative to make new contacts and engage communities.

The ideal candidate(s) will have some combination of the skills below; all skills not expected.

- Knowledge of the CSC program and experience with climate mitigation and resilience planning.
- Strong written and verbal communication skills, especially the ability to convey technical information and data in a way that is easily understood by a non-technical audience. Experience with public engagement such as presentations, focus groups, small-group forums, open houses, etc., (both in-person and using virtual public involvement tools) is a plus.
- Candidates with a demonstrated ability to create more advanced graphics, illustrations, photo simulations, and maps in Illustrator, Photoshop, and/or ArcMap, and ability to complete reports in InDesign are a plus. Strong proficiency in Microsoft Word, Excel, and PowerPoint are required.
- Experience with greenhouse gas inventory and forecast tools is a plus, though not required. Candidates must show an ability and willingness to learn to use ICLEI tools such as ClearPath and Temperate.

Minimum Qualifications

Preferably, the ideal candidate shall have a bachelor’s and/or master’s degree in Planning (Urban and Regional or Transportation), Environmental Studies, Environmental Science, or a similar field. Work, internship, and/or similar relevant experience in this field is advantageous.

Compensation

Salary ranges from $50,000 to $65,000 depending on education and experience. Includes robust health care benefits, membership in the New York State and Local Retirement System, FSA/Dependent Care savings account, Paid Family Leave, and access to the NYS Deferred Compensation Plan.

GFLRPC is an Equal Opportunity employer and follows Affirmative Action policies. Qualified women and minority candidates are encouraged to apply. All interested candidates should send a cover letter and resume via email with the subject “Community Sustainability Planner” to director@gflrpc.org. Resumes will be accepted until the position is filled.