Position: Climate Action & Mobility Specialist (Planner IV SR-22)

Organization description:
The City and County of Honolulu ("City") Office of Climate Change, Sustainability and Resiliency ("CCSR") was established by a City Charter amendment in 2016 with overwhelming approval by Oʻahu voters. As mandated by Charter and Ordinance 20-47, CCSR is tasked with seeking local information from scientists and tracking climate change science and potential impacts on City facilities, coordinating actions and policies of departments within the City to increase community preparedness, protecting economic activity, protecting the coastal areas and beaches, and developing resilient infrastructure in response to the effects from climate change. Additionally, CCSR is responsible for integrating sustainable and environmental values into City plans, programs, and policies. CCSR also administratively supports the City's Climate Change Commission.

Position summary:
The Climate Action & Mobility Specialist supports City agencies' implementation of the City's Climate Action Plan (CAP), with a focus on increasing affordable, accessible, multimodal clean transportation options via direct project and policy support to reach the City's greenhouse gas emission (GHG) reduction goals. This position reports to and works with the Energy Program Manager, and meets regularly with the Executive Director and Deputy as part of the Energy Program Team to develop transportation goals, policies and implementation strategies for the City, and is responsible to manage projects to achieve the goals outlined.

Duties and responsibilities include:

- Coordinates with key agencies on the implementation of City and County of Honolulu's clean mobility program goals and supports implementation of strategies for reaching set goals as established in the CAP.
- Supports implementation of priority CAP-related projects in partnership with Department of Transportation Services, and other City or state agencies, including electrification of transportation and City fleet.
- Develops new and innovative strategies to accelerate mode shift across the island, reduce transportation cost burden.
- Supports transportation-planning projects as it relates to GHG reduction and updating the CAP.
- Tracks and reports on island-wide mobility trends including transit, walking, and biking trends, electrification of transportation and related GHG inventory, cost of living, transportation equity, and overall community health.
- Tracks relevant legislation, filings, and applications in state and federal government, and before City Council, and prepares position papers and testimony as needed.
- Independently seeks, researches, and collaborates with other staff to write grant applications to secure program and project funding, and compiles and analyzes data to support program goals, grant applications, and grant reporting requirements.
- Develops partnerships with and seeks input from key stakeholders and community members on relevant mobility projects, policies or plans to ensure diverse stakeholder input.
- Keeps abreast of current laws, regulations, and tax incentives at all levels to determine opportunities for mobility programs/projects within the City.
Independently serves, and may be assigned to serve, on committees or as CCSR liaison to other government agencies, NGOs, and community groups in addressing and solving problems relating to transportation and mobility.

Oversees relevant consultant contracts and AmeriCorps VISTA(s), as needed.

Acts as backup to the Energy Program Manager, if assigned.

Performs other related duties as may be assigned.

**Minimum qualifications:**

- At least three to five years of experience in energy and clean transportation fields, economic and community development or planning, including industry, policy, consulting and advocacy work
- Bachelor’s degree in relevant field from an accredited university
- Experience managing projects in a team setting, including the development of project plans, managing timelines and staff or consultants
- Comfortable working independently and as part of a team in a fast-paced environment in an executive-level government office; strong interpersonal skills
- Familiarity with policies and programs in Hawaiʻi to advance active transportation, smart growth, electric vehicles, clean energy, climate action and GHG reduction, etc.
- Strong written and verbal communication skills to communicate complex policy issues clearly and concisely, as well as produce reports, assign tasks, accept instructions and handle vendor contracts, among other tasks
- Ability to build coalitions to advance City policy and plans surrounding transportation, energy and climate action, with experience collaborating with diverse internal and external stakeholders and community partnerships to achieve goals
- Strong background with Microsoft Word, Excel, and PowerPoint

**Desired qualifications:**

- Advanced degree in relevant discipline such environmental studies, energy, economics, urban planning, public policy, and community development
- Previous experience working in mobility, clean transportation or clean energy fields on O'ahu (or elsewhere in Hawai‘i), with government strongly preferred
- Experience managing related data and datasets (i.e. transportation, mobility, energy, greenhouse gas emissions) for organizations

**Compensation:**

Starting salary ranging between $55,200 and $72,684 annually, plus full City benefits.

**To apply:**

To apply, please send a 1-2 page cover letter, current resume, a writing sample and a list of at least three current references to resilienttoahu@honolulu.gov. Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with the City and County of Honolulu and CCSR.

**Deadline to apply:**

Applications will be accepted until the position is filled, with interested applicants encouraged to apply as soon as possible.