

# The Evolution of the Environmental Programs Coordinator Position

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## Introduction

This document is intended to assist in conversations about the evolution of LeRoy's current position and how the Township might integrate environmental goals and projects in each department and with each employee.

LeRoy would like to continue working with the Township on this transition and remain working either part-time and/or on a contract basis as needed and mutually beneficial. Current tasks/projects he can assist with include:

- 1) Assist Green Team with recycling and related events.
- 2) Host weekly green dialogues with the public, staff, and others.
- 3) Train/orient new or existing staff

The work load would fluctuate depending upon events, training progress, and abilities but is estimated at 10-20 hour/week.

## Environmental Programs Manager Projects & Resources

This section describes projects and activities that LeRoy Harvey is working on.

### Position Summary:

The Sustainability Program Manager provide leadership and support for township sustainability initiative assisting with implementation of sustainability goals of the [Township's Climate Sustainability Plan](#) and related goals in the [Master Plan](#). This person provides leadership and support to the Township's Environmental Commission, Departments, Commissions, Citizen Teams, and staff. This person also represents the Township in state and regional sustainability initiatives.

### Commissions and Teams

Help Organize and Support and Communicate with Citizen Teams, Subcommittees, and Volunteers to assist with Township Sustainability/Environmental Goals and Initiatives. Current teams include:

- Environmental Commission
- Green Neighbors Network
- Energy Team (John Sarver, Roger Eberhardt, Rob Kaercher, Heidi Porter, occasionally or as needed: Dan Opsommer, Rob MacKenzie)
- Green Team (Ellen Dillman, Dave Batten, Tom Frazier, Elaine Putvin, Sarah Allen, Sara VerHey)
- Green Burial Team (Bruce Peffers, Kim Peters)
- Wetland Education Team (Emma Campbell is staff lead)
- Green Grant Review Team (Andrea Paul, John Sarver, Peter Trezise, yours truly)
- High School Clubs
  - Okemos Earth Club (officers change annually)
  - Okemos Action (Rachael Freeman)
  - Okemos National Honor Society
  - Haslett Climate Committee (Cynthia Peterson)
- Good Food/Smart Composting (Valerie Lafferty, Dave Batten, Sue Ziara, Elaine Putvin)
  - Meridian Gleaners
  - Food Rescue
  - Composting at the Market

### Education and Outreach

- Help organize and staff "Green" and other Township Events
- Prepare news releases for Seasonal and Timely Topics (energy, water, green infrastructure, wetlands, salt, pollution prevention, recycling, Green Grants, etc.)
- Publish Green Gazette [bit.ly/gg-directory](http://bit.ly/gg-directory)
- Gather, research, update, and write factsheets on topics of common interest in collaboration with Meridian Communication Department
- Update the "Recyclopedia" Google Doc – or create/use something similar such as Clinton County's Garbage Guide. <http://tinyurl.com/Recyclopedia24>
- Staff Tables and Events at the Farmers Market

- Respond to information Requests (phone, email, Facebook, Twp. website, etc.)
- Partner with students, teachers at MSU, LCC, Okemos High School, and Haslett High School in staffing community events and conducting projects.
- Host Green Dialogues
  - Schedule speakers
  - Help facilitate dialogue as needed
  - Schedule on Zoom
  - Promote to regulars
  - Encourage creation of teams/committees to work on emergent interests
  - Record guest speakers. Work with Danneisha McDole to upload to Township YouTube Channel. Update Playlist.

### **Coordinate Events**

- Work with Green Team and Event Specific Partners
  - Eco Tour
  - Composter / Rain Barrel Sale
  - Green Fair
  - Sustainable Fashion Show
    - Meridian Mall, vendors, etc.
  - Communications Team
  - Electronics Recycling
  - Spring Recycling Event
  - Green Event Series Kick-Off
  - Farmers Market Outreach - Tom Cary
- Work with Communications Team on promotion, fliers, factsheets, social media posts.
- Develop relationship with local companies, vendors, schools, donors, and governments.
  - Recycling-Related
    - Friedland (metal, document shredding)
    - MSU Bikes
    - Denny's Central Park Bicycles
    - SEAMS
    - Meridian Mall/CBL
    - Kids Bike Repair Program
    - Valley City Electronics Recycling
    - Egg Cartons (Titus Farms)
    - E Paint Recycling (latex paint)
    - Goodwill (clothing, books, etc.)
    - Consumers Energy/Clearesult (appliance rebates)
  - Schools
    - OKEMOS Form for Facility Use: <https://okemosk12.gofmx.com/login>
    - HASLETT Form for Facility Use:
    - Student Advisors & Teachers

- Earth Club
- Fundraising/Donors
  - My Green Michigan
  - Hammond Farms
  - Consumers Energy
  - Friedlands
  - Retroduck
  - Meijer
  - Clerical Technical Union of MSU
  - Granger
  - Absolute Solar
  - Okemos Schools
  - Delta Dental
  - CATA
  - Others related to specific events (Green Fair, Sustainable Fashion, Eco-Tour, etc)

#### **Computer/IT**

- Add agendas, packets, calendar, and minutes to [www.meridian.mi.us](http://www.meridian.mi.us) (Granicus)
- <https://www.meridian.mi.us/Admin/LogOn?ReturnUrl=%2fadmin%2fComponents>
- Update calendar with link to packet, agenda, minutes, and documents.
- [www.SignUp.com](http://www.SignUp.com) for volunteer organizing with larger events
- I use Google Drive/Workspace for staff updates and some document sharing but
- <https://www.canva.com/> (layout, design, graphics, etc.)
- Constant Contact (Green Gazette) <https://login.constantcontact.com/login/nsr> including a “Landing Page” <https://lp.constantcontactpages.com/cu/aF3u4F3/greengazette>
- [www.flickr.com](http://www.flickr.com) for photos
- Adobe Acrobat Professional (forms, documents, etc.)
- Zoom/Teams [www.zoom.us](http://www.zoom.us)
- Microsoft Suite/Cloud
- CANVA
- SharePoint and/or Google Drive can also be used for sharing information
- KIP copier - used to print posters - may need to add driver, banner paper for weather resistant needs.

#### **Office Recycling, Energy Efficiency, Bike & Waste Reduction**

- Update signage on recycling bins
- Promote recycling and environmental options internally
- Monitor recycling stream and occasional remind staff (especially newer staff) about no plastic bags and list of acceptable items (same as curbside)
- Order new bins as needed
- Survey employees for suggestions- create a workplace “green team” (potential interest expressed by Christina Weber, Kristen Cole, Rebekah Kelly, Rachael Stohlin, Abby Tithof, Angela Ryan, others?)

- Keep bikes rolling - store inside (Pavillion and Service Center) during winter. Occasionally arrange service with MSU Bikes or Central Park Bicycles. Pump up tires (30-40 on fatter tires and up to 60lb on others) and oil chain 2-4 times during season.
- Work with Accounting and Budgeting to track energy expenditures

### **Regional Collaboration**

Participate (and co-create) regional partnerships as time and interest allows.

- R2C2 Regional Recycling Coordinators' Committee <https://midmichrecycles.org/>
- RecycleRama (larger regional event in the Spring)  
<https://www.facebook.com/MidMichiganRecycling>
- CASP: Capital Area Sustainability Partnership (Cliff Walls, East Lansing coordinates)
- National Solar/Sustainable Tour <https://www.nationalsolartour.org/>
- MABA: Meridian Area Business Association: <https://maba29.wildapricot.org/>
- Michigan Recycling Coalition/Recycle MI <https://recyclemichigan.org/>  
<https://michiganrecycles.org/>
- Michigan Green Communities Network <https://migreencommunities.com/>
- Tri-County Regional Planning Commission – Greater Lansing Regional Committee on Stormwater Management: <https://www.mitrpc.org/environment>
- MSU (Office of Sustainability, MSU Museum, Dept of Community Sustainability (ANR))
- Meridian Conservation Corps (Emma Campbell)
- Harris Nature Center

### **Energy Projects, Grant Writing & Reporting**

LeRoy has recently written two grants in the past couple years including EECBG (to fund a solar project on North Fire) and Community Energy Management (EGLE) to fund energy conservation measures and EV charging infrastructure.

A list of current and past energy projects and audits can be found [here](#).

## Environmental Projects Engineer (sample)

**\*\*Location:\*\*** 5151 Marsh Rd. Okemos MI

**\*\*Department:\*\*** Department of Public Works

**\*\*Reports To:\*\*** Multiple Directors: DPW, Parks, Planning, etc.

**\*\*Type:\*\*** Full-Time 32-40 hours/week

### **\*\*Job Summary:\*\***

The Environmental Projects Engineer will be responsible for designing, implementing, and managing environmental projects that promote sustainability and environmental stewardship within the community. This role requires a strong engineering background, experience in community organizing, and a passion for adult education. The ideal candidate will work collaboratively with community members, stakeholders, and other professionals to develop and execute projects that address local environmental challenges.

### **\*\*Key Responsibilities:\*\***

#### **\*\*Project Design and Implementation:\*\***

- Develop and design environmental projects focusing on sustainability, pollution reduction, and resource conservation.
- Oversee project implementation, ensuring adherence to timelines, budgets, and quality standards.
- Conduct site assessments and feasibility studies for proposed projects.

#### **\*\*Community Organizing:\*\***

- Engage with community members to identify environmental concerns and opportunities for improvement.
- Organize and lead community meetings, workshops, and forums to gather input and build support for environmental initiatives.
- Develop and maintain strong relationships with community leaders, organizations, and stakeholders.

#### **\*\*Adult Education:\*\***

- Design and deliver educational programs and workshops for adults on various environmental topics, including sustainability practices, energy conservation, and pollution prevention.
- Create educational materials, including presentations, handouts, and online resources.
- Evaluate the effectiveness of educational programs and make improvements based on feedback.

#### **\*\*Technical Support and Expertise:\*\***

- Provide technical guidance and support to community members and stakeholders regarding environmental projects.
- Conduct research and stay up-to-date on the latest environmental technologies, regulations, and best practices.
- Prepare detailed reports, proposals, and presentations for internal and external audiences.

#### **\*\*Collaboration and Teamwork:\*\***

- Work collaboratively with other engineers, scientists, and professionals within the organization.
- Coordinate with government agencies, non-profit organizations, and private sector partners on joint environmental initiatives.
- Mentor and train junior staff and volunteers involved in environmental projects.

### **\*\*Qualifications:\*\***

**\*\*Education and Experience:\*\***

- Bachelor's degree in Environmental Engineering, Civil Engineering, Environmental Science, or a related field.
- Minimum of 5 years of experience in environmental engineering or a related field.
- Proven experience in community organizing and adult education.

**\*\*Skills and Competencies:\*\***

- Strong project management skills with the ability to handle multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to engage and inspire diverse audiences.
- Proficiency in using engineering software and tools.
- Knowledge of environmental regulations, sustainability practices, and emerging technologies.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.

**\*\*Preferred Qualifications:\*\***

- Master's degree in Environmental Engineering, Community Development, or a related field.
- Certification in Project Management (PMP) or other relevant certifications.
- Bilingual or multilingual abilities.

**\*\*Benefits:\*\***

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- Collaborative and supportive work environment.
- Flexible work hours and remote work options.

**\*\*To Apply:\*\***

Please submit your resume, cover letter, and references to Human Resources Director [tithoff@meridian.mi.us](mailto:tithoff@meridian.mi.us) by [Application Deadline]. In your cover letter, please highlight your experience with community organizing and adult education, and how you plan to contribute to our environmental projects.

**\*\*[Company Name]\*\*** is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.

## Sustainability Manager (sample)

Position Title: Sustainability Manager

Department: Environmental Services

Reports To: Director of Environmental Services

Location: [Municipality Name], [City, State]

FLSA Status: Exempt

Salary Range: [Provide Salary Range]

### Position Summary:

The Sustainability Manager will be responsible for developing, implementing, and managing the municipality's sustainability initiatives and programs. This role will focus on reducing the environmental impact of municipal operations, promoting sustainable practices within the community, and ensuring compliance with relevant environmental regulations. The Sustainability Manager will work closely with various departments, community organizations, and residents to foster a culture of sustainability.

### Key Responsibilities:

1. Strategic Planning and Policy Development:
  - Develop and implement a comprehensive sustainability plan for the municipality.
  - Establish sustainability goals and performance metrics in line with municipal objectives.
  - Create policies and programs that promote energy efficiency, waste reduction, water conservation, and other sustainable practices.
2. Program Management:
  - Oversee the execution of sustainability programs and initiatives.
  - Monitor and report on the progress of sustainability efforts.
  - Coordinate with municipal departments to integrate sustainability into their operations.
3. Community Engagement and Education:
  - Conduct outreach and education programs to raise awareness of sustainability issues.
  - Partner with local organizations, schools, and businesses to promote sustainability within the community.
  - Organize events, workshops, and campaigns to engage residents in sustainability practices.
4. Data Analysis and Reporting:
  - Collect and analyze data on energy use, waste management, and other environmental metrics.
  - Prepare regular reports on sustainability performance and progress towards goals.
  - Use data to identify opportunities for improvement and recommend solutions.
5. Regulatory Compliance and Advocacy:
  - Ensure compliance with federal, state, and local environmental regulations.
  - Advocate for policies and regulations that support sustainability at the municipal, state, and federal levels.
  - Stay informed about emerging sustainability trends and technologies.
6. Resource Management:
  - Manage the sustainability budget and allocate resources effectively.



- Identify and pursue funding opportunities, including grants and partnerships.
- 7. Team Leadership and Collaboration:
  - Lead and mentor a team of sustainability staff and volunteers.
  - Foster a collaborative work environment and encourage cross-departmental cooperation.
  - Act as a liaison between the municipality and external stakeholders on sustainability issues.

Qualifications:

- Bachelor's degree in Environmental Science, Sustainability, Public Administration, or a related field. A master's degree is preferred.
- Minimum of 5 years of experience in sustainability, environmental management, or a related area.
- Strong understanding of sustainability principles and practices.
- Experience in program development, project management, and community engagement.
- Excellent communication and interpersonal skills.
- Proficiency in data analysis and reporting.
- Ability to work independently and as part of a team.
- Familiarity with relevant environmental regulations and compliance requirements.
- Certification in sustainability (e.g., LEED, ISSP) is a plus.

Working Conditions:

- Office environment with frequent field visits to municipal facilities and community sites.
- Occasional evening and weekend work may be required for community events and meetings.
- Ability to travel locally for meetings and events.

Application Process:

Interested candidates should submit a resume, cover letter, and references to [Contact Information]. The application deadline is [Application Deadline].

Note: This Sustainability Manager position generated by A.I.

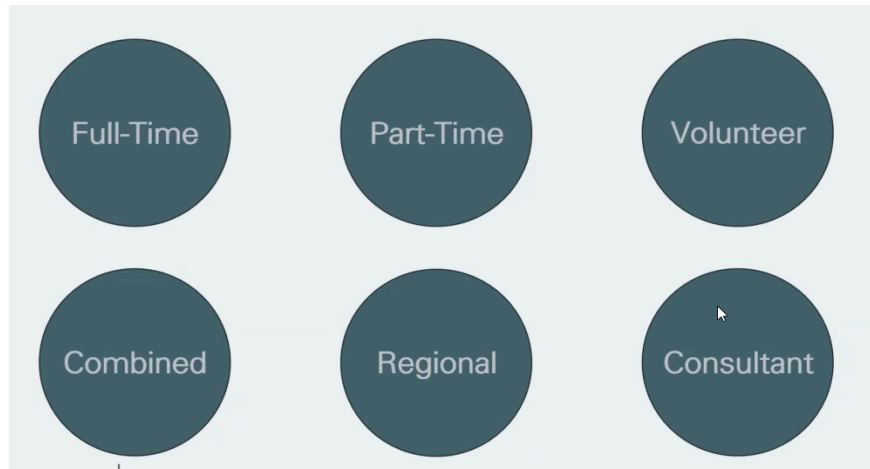
<https://chatgpt.com/share/442bbfe2-6f8f-461f-a1ad-c3baa990e3d4>

Here is an example of an Environmental Programs Manager:

<https://chatgpt.com/share/2e7260a9-c931-4839-b121-ded80970af7e>

## Research on Sustainability Leadership in Small Local Gov'ts

Growth of sustainability focus in local government- How do small jurisdictions proactively move forward? This project was focused on a very small community of Rockford (pop 6000) but provides some insights useful to other communities. Sam explored six options for Rockford:



[See handbook here.](#)

**[Eco Jobs Part III: 9/30/24](#)**

Eco Job Part IV