

Position description for
Program Director - Buildings and Energy
March 29, 2022



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 **Program Director (focus on Buildings and Energy)** to work remotely 20 hours per week, under the supervision of TCAT's Executive Director. This position plays a key role in developing and implementing green building policies, programs, and projects throughout Thurston County. 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 funded part-time, but TCAT hopes to make it full-time as more funding is secured. See "Essential Job Functions" for more position details.

ESSENTIAL JOB FUNCTIONS:

- Work alone but also in a team environment.
- 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 education and outreach opportunities for staff
- Provide updates to TCAT and other key stakeholders on program objectives, performance and outcomes.
- Aid with funding opportunities, tasks, and reporting to funders related to this position.

Buildings and Energy Related

- Become intimately familiar with the [Thurston Climate Mitigation Plan](#).
- Facilitate and grow the Buildings as Climate Action (BACA) Action Group of TCAT
- Identify and promote efficient building practices, incentives and options for healthy and sustainable buildings, with emphasis on emerging policies or technologies. Promote affordable housing.
- Advocate and provide recommendations to policymakers on green building policies, incentives and codes through conducting research, analysis and evaluation, preparing and presenting project reports. Advocate for stronger building standards and the transition to renewable energy sources.
- Educating staff, elected officials, public agencies
- Focus on energy efficiency for residential buildings, revive Thurston Energy-type services
- Evaluate all work decisions with an "equity lens".

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's degree (or higher) in Environmental Planning/Policy/Science, Engineering, Urban Planning, Sustainability, Architecture, Economics or related field.
- At least three years of experience related to sustainable building development, policy, and/or programs, and at least one year experience working with community members on energy efficiency or clean energy projects.
- Practical experience in building - someone who has been involved with construction or other parts of 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.
- Because this position is remote and a lot of meetings are via Zoom technology, a computer and internet 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 and Washington State

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 – political leaders, teammates and volunteers, partners, building contractors

The above description covers the principal duties and responsibilities of the job. The description shall 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 (HAVE NOT WORKED ON)

- Hourly rate of \$31.25 to \$33.65 per hour, depending on experience, before deductions and withholding.
- This position is eligible for health coverage, paid vacation, sick leave, or other benefits.

HOW TO APPLY

- Submit resume and cover letter explaining why you are the best candidate for this position to melinda@thurstonclimateaction.org. Please include the link to your LinkedIn Account, if applicable.
- Applications are due by **April 21**, with an estimated start around mid-May.
- Candidates chosen to be interviewed will be required to provide a writing sample, such as a report, press release, or letter to the editor.

TCAT is an equal opportunity employer. We believe that corporations' bad behavior disproportionately hurts 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.