



Position Recruitment Notification For Internal & External Candidates

Job Classification: Sustainability Fellow

Department/Division	Village Manager's Office/Sustainability
Employment Status:	Part-Time 20-25 hours per week
Annual Salary/Grade:	\$15.00/hr. - \$25.64/hr. - Grade 1
Anticipated Hiring Range:	\$20.00/hr.
FLSA:	Non-Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	Posted Until Filled

POSITION SUMMARY:

This is a single class position under the supervision of the Chief Sustainability Officer. This position will create and present quality deliverables that support essential project workstreams, gather and analyze data, identify gaps and trends, and make recommendations related to baseline performance and structure, as well as established best practices and benchmarks. This position will gain practical skills in environmental sustainability in the community.

Candidates for a Master's degree from an accredited university in a Sustainability-related discipline such as Environmental Science, Environmental Engineering, Urban Planning, Public Policy or Public Administration is preferred. Must be extremely comfortable with tracking and reporting data, working with a diverse team of partners, seeking information, and asking for help when needed.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=688127811>.

For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



SUSTAINABILITY GRADUATE FELLOW

DEFINITION:

This role will require management, solution implementation and generation of project results. As a part time employee, a key function of this role will be to create and present quality deliverables that support essential project workstreams. You will gather and analyze data, identify gaps and trends, and make recommendations related to baseline performance and structure, as well as established best practices and benchmarks. The Sustainability Fellow will gain practical skills in environmental sustainability in the community. Fellows will gain hands-on valuable experience learning how local governments are taking action and monitoring their environmental impacts.

This role will provide the candidate an inside track to a sustainable career path, providing an opportunity to put theoretical concepts to use in practical applications. The position includes data entry, technical calculations and reporting, energy analysis, program management, community outreach, and generally supporting our climate initiatives related to energy and sustainability. We are seeking a candidate who is passionate about energy efficiency and sustainability.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the Chief Sustainability Officer and the Sustainability Coordinator.

EXAMPLES OF DUTIES: *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

1. Conduct research and synthesize information related to sustainability topics and Climate Action Plan implementation;
2. Assist in the development of procedures, reference resources, and educational resources;
3. Aid in Greenhouse Gas inventories and forecasts;
4. Supports and plans work on projects with direction from the supervisor;
5. Assists staff and other department personnel to support larger projects (e.g., managing project schedule and status reporting);
6. May assume the duties normally performed in the department, alongside professionals who perform these roles;
7. Works with various departments and/or vendors to gather information needed for various projects;
8. Presents project results to management and/or department personnel;
9. Performs analytical work within the assigned functional area;



SUSTAINABILITY GRADUATE FELLOW

10. Conducts research using the internet and other sources of information;
11. Creates or updates systems or databases for specific department needs;
12. Supports and assists with public outreach through written communication and in-person engagement.

QUALIFICATIONS: *(Required at time of hire and/or learned within a short period of time in order to successfully perform the assigned duties.)*

Knowledge of:

Excellent research and analytical skills with the ability to synthesize complex scientific concepts for a non-technical audience

Positive, self-motivated, organized, and creative individual who can work independently and as part of a team

Excellent oral and written communication skills

Passion for sustainability and energy efficiency in the built environment

Knowledge of Microsoft Office (i.e., Word, Excel, PowerPoint, and Outlook) software

Knowledge of sustainable building practices

Time-management skills

Technical writing skills

Judgment and decision-making skills

Strong interpersonal skills

Self-motivation

Ability to:

Establish and maintain effective working relationships with a diverse group of individuals and staff throughout the Village.

Read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memoranda, letters, reports, financial reports, and legal documents.



SUSTAINABILITY GRADUATE FELLOW

Work within restrictions and demands of deadlines, managing multiple projects and assignments; use principles of prioritizing and time management.

Understand and follow complex oral and written instructions including technical terminology.

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, draw valid conclusions, and interpret a variety of technical instructions in mathematical or diagrammatic form.

Make effective use of e-mail, scheduling software applications, mobile applications and Internet and web resources.

Maintain reasonable and predictable attendance.

Attend meetings and events before and after traditional work hours.

EXPERIENCE AND TRAINING GUIDELINES:

Experience and Training: Candidates for a Master's degree from an accredited university in a Sustainability-related discipline such as Environmental Science, Environmental Engineering, Urban Planning, Public Policy or Public Administration is preferred. Must be extremely comfortable with tracking and reporting data, working with a diverse team of partners, seeking information, and asking for help when needed. **AND**

License and Certifications: Possession of, or ability to maintain a valid Illinois driver license is required.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for extended periods of time.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.