



## **Sustainability Project Manager Job Announcement**

Alameda County – Oakland, CA

### **Position Overview**

Located in Oakland, California, Alameda County Sustainability is at the frontier of sustainability in the government sector, implementing projects to green Alameda County operations, developing policy to promote innovation, and collaborating with local and national partners. Alameda County Sustainability is seeking a Sustainability Project Manager who will lead the County's sustainability communications and employee engagement efforts along with developing and implementing green purchasing initiatives.



The Sustainability Project Manager reports to the Sustainability Program Manager and works closely with a dynamic team, colleagues in the General Services Agency, and many internal and external stakeholders. Employee engagement is important because as one of the largest employers in Alameda County with nearly 9,000 employees, our employee actions make a difference. Sustainable procurement is important because local governments influence markets by making decisions about the goods and materials we procure through direct purchase, as well as through our contracts for maintenance, construction, and lease services.

### **What Success Might Look Like in the First Year**

- Designed and managed employee engagement programs to encourage the County's 9,000 employees to incorporate sustainable actions, such as green purchasing, into their daily job activities;
- Managed the County's sustainability outreach for green purchasing and related areas;
- Expanded the County's green purchasing program by integrating green criteria into major procurements and specifications;
- Managed web/digital strategy development and implementation to update website and intranet sites on green purchasing and related areas, including integrating with social media;
- Supported the cross-agency implementation of the County's Climate Action Plan.

## Qualifications

Please refer to the job posting on <http://www.jobaps.com/alameda/> for the minimum qualifications and competencies possessed by the ideal candidate. Here is a more informal description of a competitive candidate.

### Experience

- At least four years of sustainability-related experience (or related master's degree and three years of experience)
- Strong project development and management experience with demonstrated ability to manage contract resources
- Experience leading employee engagement campaigns and familiarity with core communications functions (PR, internal communications)

### Skills

- Strong organizational and project management skills
- Superior communication, writing, and editing skills
- Ability to distill complex and technical information into key insights and relevant takeaways
- Ability to manage online and digital production projects to successful completion
- Strong presentation design and public speaking skills
- Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint
- Excellent interpersonal and relationship-building skills

### Personal Qualities

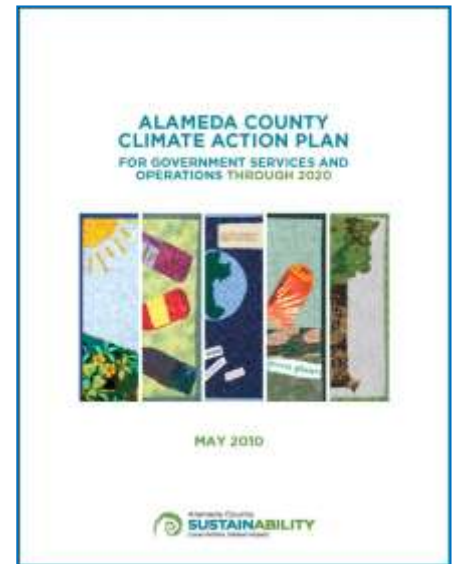
- Passion for sustainability and personal commitment to excellence
- Collaborative team player approach; ability to give and receive constructive feedback
- Results-driven with ability to partner and influence
- Positive attitude, patience, and capacity to thrive in a large decentralized organization
- Fun to work with

## Salary and Benefits

The salary range for this position is \$66,560 to \$98,300 annually, with exceptional benefits as described at <http://www.acgov.org/hrs/divisions/ebc/>.

## Green Workplace Benefits

- Pre-tax transit benefits and Guaranteed Ride Home Program
- Rideshare matching and free carpool parking
- Office accessible by foot or free employee shuttle from 2 BART stations
- County wellness program that sponsors on-site yoga and fitness classes
- Access to hybrid, electric fleet vehicles, bicycles, or transit cards for on-the-job transportation
- Socially responsible 403b fund option



## To Apply

Apply online at <http://www.jobaps.com/alameda/> by 5:00 pm on Tuesday, October 21, 2014.

## About Alameda County

Alameda County, located in the San Francisco Bay Area's East Bay, is home to more than 1.5 million people and includes cities such as Oakland, Berkeley, Fremont, and Livermore. Alameda County recognizes the need to take action to protect our climate in order to ensure the quality of life in our communities. As an organization of approximately 9,000 employees occupying over 120 facilities, the County government recognizes the need to address its own ecological footprint. The County is nationally recognized for climate leadership, including being the largest solar power producer of any local government in the United States and having one of the 25 greenest vehicle fleets in the country for five years in a row.



Some of the fun people you would work with

## About Alameda County Sustainability

Alameda County Sustainability is a program of the Alameda County government's General Services Agency. We find that working in local government presents an incredibly rewarding and impactful way to make a contribution.

We oversee climate plan implementation, waste reduction, green purchasing, green building, performance measurement, and employee engagement. We closely partner with our energy and sustainable transportation programs along with staff throughout all 20 County agencies. We also manage recycling and reuse for County facilities. We are thrilled to have received a

California State Association of Counties 2014 Challenge Award for our collaborative cross-agency implementation of our Climate Action Plan for government services and operations.

We work to share the County's sustainability successes from across the organization. Learn more at <http://acsustain.org>.