



Climate Action Program Coordinator

Help make a significant difference in supporting local communities to address climate change.

This is an exciting opportunity to serve as MassEnergize's full-time Climate Action Program Coordinator serving multiple projects helping to drive community level climate action and supporting community resilience. MassEnergize is at the cutting edge of community climate work and offers a tremendous opportunity to work with motivated and effective climate leaders.

About MassEnergize

[MassEnergize](#) works with community organizers and local leaders to scale both household and town climate actions. We believe that household-level climate action, propelled at scale, is critical for reaching our climate goals and that local leaders are in a unique position to deeply change and empower their communities.

MassEnergize fills a critical niche working with community-based organizations, municipal energy committee members and sustainability staff, helping them to roll out initiatives to achieve their climate goals. The demand for our help has never been greater. We have grown from working with four communities in 2019 to now supporting community leaders in [25 towns, cities, and faith-based organizations](#).

Duties and Responsibilities

The Climate Action Program Coordinator will play a lead role in coordinating and managing MassEnergize grant-funded projects, as well as providing support to MassEnergize communities. This role requires the ability to wear multiple hats and allocate specific amounts of time and focus to discrete project areas.

Solar Para Todos (50% of time). This project supports low income and Portuguese and Spanish speaking residents of Framingham, MA to enroll in community solar electricity plans. The Climate Action Program Coordinator will be responsible for coordinating all details of this project, including but not limited to:

- Supporting the recruitment, hiring, training, and direction of local energy ambassadors;
- Assisting with translation of materials and engaging local residents in Portuguese and/or Spanish;
- Organizing events, training sessions, and meetings;
- Working with community partners, Framingham State University, and City officials in Framingham;
- Supporting community solar outreach efforts in the City of Framingham;
- Supporting and assisting energy ambassadors with enrolling residents in solar subscription plans;
- Providing support with digital tools such as websites, social media, WhatsApp, etc.
- Assisting with project evaluation and dissemination of the final report.

Accelerating Community Resilience (25% of time). This project addresses the impacts of extreme heat on seniors and supports resilience initiatives in the communities of Wayland, Weston, Ashland, Natick, and Framingham, MA. The Climate Action Program Coordinator will be responsible for coordinating all details of this project, including but not limited to

- Organizing events, training sessions, and meetings across multiple communities, including scheduling and logistics;

- Preparing meeting agendas, recording minutes, and facilitating meetings;
- Communicating effectively with relevant stakeholders, including Sustainability Staff in the participating towns, Council on Aging Staff, Heat Smart Alliance Staff, residents, and volunteers;
- Acting as the program's central contact and organizer to ensure timely distribution of information and materials;
- Supporting design of surveys, quizzes, flyers, brochures, etc;
- Working closely with communities to obtain data and feedback for the project;
- Organizing translation services to ensure inclusivity and accessibility;
- Supporting volunteers, senior climate liaisons, and program staff to align their efforts with the project mission, ensuring each member is well-informed and on track with updates;
- Assisting with project evaluation and dissemination of the final report.

MassEnergize Community Support (25% of time). This part of the role provides organizational support to the 20+ communities MassEnergize works with. The Climate Action Program Coordinator will be responsible for:

- Responding to community member requests for support;
- Providing social media and other promotional support to our communities;
- Being the liaison between community leaders and MassEnergize staff;
- Coordinating and facilitating monthly Community of Practice meetings;
- Updating website information;
- Conducting outreach efforts to promote MassEnergize services;
- Maintaining lists of interested communities and following up on requests for information;
- Onboarding and providing training for new communities;
- Supporting and managing MassEnergize Community Engagement intern;
- Performing other duties as assigned.

The Climate Action Program Coordinator will travel regularly to the participating communities in the Metrowest region of Boston to provide onsite support and coaching but will work remotely for administrative tasks. This position works under the direction of, and will receive support and management from, the MassEnergize Executive Director.

Minimum Qualifications

- Ability to work effectively and efficiently with minimal supervision
- Self-initiation of tasks and the ability to succeed with minimal oversight
- Exceptional organizational skills and attention to detail
- Ability to work collaboratively with diverse stakeholders
- Familiarity with community engagement strategies
- Exceptional oral and written communications
- Proficiency in web platforms and software such as Google apps, Microsoft Office
- Demonstrated experience managing projects
- Demonstrated experience working in cross-cultural environments
- Fluency in Portuguese and/or Spanish
- Driver's license and ability to travel locally to visit participating communities

Desirable Qualifications

- Passion for environmental engagement and climate action
- Experience in clean energy sector; specifically community solar
- Experience with Neon, Hubspot, or other CRM software
- Experience with Wordpress or digital communication tools
- Knowledge of translation services coordination
- College degree in a related field

Hours and Compensation

Hours: Full time

Salary: \$60,000 plus benefits

Starting: March 4, 2024

Location: Remote work with occasional in-person meetings.

Benefits:

- 2 weeks paid vacation; 10 paid holidays per year
- Health insurance reimbursement
- Remote work with flexible hours
- Knowledge that you are making a positive difference in the world

To Apply:

Submit a resume and cover letter to info@massenergize.org. Please write "Climate Action Program Coordinator" as well as your name in the subject line. Applications will be reviewed on a rolling basis, with preference for those received by Feb 4, 2024

MassEnergize is an equal opportunity employer seeking to diversify its staff. **Applicants with diverse backgrounds, experiences, abilities and perspectives are encouraged to apply.**

MassEnergize does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.