



ECOSS Job Description – Clean Energy Project Manager

Title: Clean Energy Project Manager

Department: Programs

Location: Remote & 1011 SW Klickitat Way, Suite 201, Seattle, WA 98134

FLSA Status: Non-Exempt

Salary: \$28/hour (\$58,240 annually)

Benefits: Medical, Dental, Vision; generous vacation time, paid sick and safe time, 12 paid holidays (including four floating days); \$30 per month Phone stipend; Career pathway in the environmental field; professional and leadership development.

Job Hours: 40 hours/week M-F, occasional evenings and weekends

Date Prepared: 10/5/2021

Priority deadline for applicants: 10/20/21

Send a cover letter and resume in one PDF document to hr@ecoss.org. Subject line: ECOSS Clean Energy Project Manager. Please describe your interest and background in clean energy solutions (solar, electrification, transportation, etc.) that demonstrate community impact.

Position Summary

ECOSS seeks an experienced project manager to join our dynamic multicultural team of outreach professionals who work to increase environmental sustainability in the region's historically marginalized communities. Candidates must have experience implementing community-based projects that improve access to clean energy options. The primary focus of ECOSS' Clean Energy Program is providing a link between government programs and communities to improve environmental health. This position oversees multiple contracts that provide outreach to residents, businesses, municipalities and other clients located in the central Puget Sound region. In addition, this position will help steer the direction of ECOSS' Clean Energy Program.

Ideal Candidate

Ideal candidate is a self-starter able to identify, pursue, plan, and implement environmental community-oriented projects. The candidate will have experience working in a team environment where process, conversation and decision making is balanced. This position requires excellent workload management skills and an ability to thrive in an autonomous, flexible work environment. ECOSS is seeking candidates with experience working in multicultural settings and/or who come from communities that are disproportional affected by environmental and social injustice. We strongly encourage applicants with these identities: people of color, first generation immigrants, people with working class backgrounds, women and LGBTQ people.

Essential Duties and Responsibilities

PROJECT MANAGEMENT

- Ability to manage and administer multiple contracts and grants.

- Maintain strong client relationships (i.e. cities, businesses, foundations and community-based organizations).
- Ensure timely and high-quality project deliverables within budget.
- Foster effective team dynamics and collaborative interactions with colleagues.
- Identify new funding opportunities and develop proposals.

SUPPORT PROGRAM OVERSIGHT

- With support of the Program Director, provide periodic programmatic assessment and feedback.
- Monitor program's impact and financial performance.
- Identify and recommend programmatic improvements.

OUTREACH, ENGAGEMENT AND EDUCATION

- Provide informal and formal education on clean energy options to small businesses.
- Design, facilitate and/or participate in various community engagement activities.
- Develop culturally relevant presentations and work with staff to include a transcreation approach.

OTHER

- Be an ECOSS representative and promote ECOSS' mission in all endeavors.
- Work assignments may vary throughout the year.
- Other duties related to the organization's mission may be assigned at any time.
- Contribute to an inclusive and equitable workplace culture.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

Qualifications

- Two years project management experience with nonprofits, consulting firms, and/or government agencies. Other relevant experience in a related field will be considered.
- Experience working with multicultural teams/communities and individuals for whom English is not their first language.
- Must have a valid Washington State driver's license and access to a car.
- Knowledge of and competent user of MS Office, Outlook, Word and Excel.
- BA/BS degree preferred.

Desired Knowledge, Skills and/or Abilities

- Knowledge of the greater Puget Sound environmental landscape, organizations, and politics.
- Fluency in a second language other than English.
- An advocate for environmental equity and social justice.
- Cultural competence and the ability to integrate environmental and social justice principles into everyday work.
- Continuously seeks to have a growth mindset.
- Ability to review English language documents and work with colleagues to translate and transcreate into one of the desired languages.
- Comfortable delivering training/outreach activities for businesses, communities and/or individuals.



- Enjoys cultivating new relationships and partnerships
- Familiarity and aptitude with project management and/or customer relationship management software.

Physical Demands

Moderate physical strength may be required to successfully perform the essential functions of this job. This includes the transport and carrying of materials and/or event supplies.

COVID-19 Considerations:

During the Covid-19 pandemic, ECOSS staff can work almost 100% remotely. Employees may opt to work from the office according to strict scheduling and safety protocols. Under normal circumstances, we typically offer a mix of in-office, desk work, outreach in communities, traveling to and from meetings, staffing in-door and out-door events, as well as conducting on-site training in a business or industrial environment.

At ECOSS we believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.

About ECOSS

ECOSS is a South Seattle-based nonprofit organization with over 26 years' experience that delivers environmental results for local people at home, at work and in their communities. ECOSS works with government agencies, municipalities, businesses, neighborhoods, and individuals to drive environmentally sustainable solutions. ECOSS is uniquely positioned with technical and cultural expertise, native language capacity, community trust and accountability, and cross-sector relationships to effectively address critical environmental issues.

ECOSS staff is deeply trusted in the community and understand the root causes of environmental and social issues that communities face. The team is made up of a diverse set of native- and non-native-English speakers, 65% immigrants, and 71% people of color. Our staff currently speaks more than 10 languages. We work as insiders who have established strong trusting relationships within communities, instead of outsiders working to get in. This grassroots approach enhances our ability to make real connections, to meet people where they are, and in their native language. We empower front-line communities who are most impacted by environmental degradation. ECOSS delivers programs that address environmental equity and social justice, solid waste management, pollution prevention, green infrastructure, transportation, clean energy, clean water, clean air, and environmental access for all.

To learn more about our exciting work, go to ecoss.org or one of these:

Facebook: <https://www.facebook.com/SustainableSolutionsForAll/>

YouTube: <http://www.youtube.com/user/ECOSSEnvironment1>

Twitter: <http://twitter.com/ecoss>