**Climate Resiliency Program Manager**

**Portland Public Schools**

**DEPARTMENT:** Facilities & Asset Management

**POSITION REPORTS TO:** Senior Program Manager, Energy and Sustainability

**POSITION SUMMARY:** The Climate Resiliency Program Manager will develop, implement, and evaluate aspects of district-wide climate resiliency and carbon reduction strategies as outlined in Portland Public Schools’ forthcoming Climate Crisis Response Policy. This position will also manage District-wide sustainability efforts related to energy and carbon reduction, including energy use and carbon emissions tracking and reporting. The Climate Resiliency Program Manager will be part of the PPS Energy & Sustainability Team.

# (“E”) ESSENTIAL FUNCTIONS & KEY RESPONSIBILITIES:

* Implement strategic programs to target carbon emissions, energy efficiency, and climate resiliency,
* Collaborate with district stakeholders, including school leaders, communities, district staff, and other partners.
* Manage District-wide sustainability efforts related to energy use and maximizing conservation of natural resources.
* Oversee carbon emissions tracking and reporting.
* Create deep partnerships that foster trust and a shared vision with school leaders, transforming PPS schools to promote racial, economic, and climate justice.
* Utilize the PPS Racial Equity and Social Justice Lens for all programs, projects, and engagement.
* Engage in relationship-building with a multitude of audiences within the District to nurture an organizational culture of climate resilience & climate justice.
* Support outreach & engagement; sharing programs and resources, building district-to- school relationships, providing technical assistance to staff, supporting partnerships, and collaborating with communities.
* Support the development and implementation of educational initiatives for students and training of school leaders and District staff as it relates to climate resiliency.
* Support communication efforts, such as managing social media accounts, quarterly newsletters, and program web pages.
* Assist Senior Manager of Energy and Sustainability in hiring, training, and supervising any interns and/or AmeriCorps members.
* Manage small construction projects that relate to energy and sustainability efforts, and work with and assist other project managers on an as-needed basis.
* Provide regular reports on district energy and carbon emissions reductions and progress towards goals.
* Assists Senior Manager of Energy and Sustainability in monitoring utility invoices and use/cost.
* Assists Senior Manager of Energy and Sustainability with the district’s participation in Energy Trust of Oregon’s Strategic Energy Management Program (SEM)
* Other sustainability and resource conservation duties as assigned.

# FINANCIAL RESPONSIBILITIES:

* Monitors expenditures against budget; prepares necessary documentation for supervisory review/approval; tabulates budgetary data, calculates figures, and checks for accuracy.

**Overall Position Time Allocation**

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| 25% | **Climate Policy;** develops, implements, and tracks progress on District policy related to energy, construction, operations, and carbon reduction |
| 25% | **Data Management & Reporting;** carbon emissions, energy & utility use, resource conservation measures |
| 25% | **Project Management;** energy efficiency, climate resiliency measures, small construction projects, carbon reduction measures |
| 25% | **Program Management;** Strategic Energy Management Program (SEM), climate resiliency, engagement & education, and communications |

# QUALIFICATIONS:

## Education

* + Four (4) year degree in sustainability, resource conservation, social sciences, business or other related degree.
	+ Formal or informal education in climate action, carbon tracking, sustainability, resource conservation, and/or green schools is strongly desirable.
	+ A Master’s degree in any of the identified or related fields will substitute for two

(2) years of the required experience.

## Experience

* + Minimum three (3) years of experience in coordinating and implementing sustainability/resource conservation programs.
	+ Experience working directly with energy and resource conservation programs.
	+ Experience working in educational facilities, municipality or other public agency in a richly diverse community is preferred.
	+ Experience in data analysis & reporting, outreach, and/or community building is strongly desirable.
	+ Ability to engage with many different stakeholders, including students, teachers, staff, board members, and community members.
	+ Project/program management experience desirable.
	+ Interested in school sustainability, operational systems thinking, climate science and climate justice.
	+ Supervisory and previous management experience desirable, not required.
	+ Experience in developing programs from the ground up is desirable, not required.
	+ Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

## Skills

* + Ability to demonstrate effective interpersonal and communication skills among a diverse group of internal and external stakeholders.
	+ Must have strong computer skills (Google Drive Suite, Microsoft Office Suite, web platforms).
	+ Carbon accounting and data analysis is strongly desirable.
	+ Ability to identify and prioritize best practices for carbon reduction in schools.
	+ Ability and ease with public speaking.
	+ Ability to collaborate and make connections to other entities that may be able to support this work.