



City of Tempe

SUSTAINABILITY & RESILIENCE PROGRAMS COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	602	<i>Department / Office:</i>	Sustainability & Resilience
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Neighborhood Services Specialist
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from Sustainability & Resilience Supervisor or designated director.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p>Two (2) years of experience working in an appropriate setting for the assignment OR a master’s degree in a directly related field may substitute for the work experience:</p> <p><u>When assigned to Neighborhood Resilience Coordinator:</u></p> <p>Two (2) years of experience in municipal, county, state or federal government or in the non-profit sector supporting community organizing, project implementation, and outreach.</p> <p><u>When assigned to Policy and Grants Coordinator:</u></p> <p>Two (2) years of experience in municipal, county, state or federal government. Policy experience in consulting roles, or as an in-house policy specialist, can be a substitute.</p> <p><u>When assigned to Youth Climate Action Coordinator:</u></p> <p>Two (2) years of experience in a school setting as a classroom teacher or after school coordinator is preferred.</p>
<i>Education:</i>	Bachelor’s degree in education, sustainability, urban planning, public affairs, public policy, or social work.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To Implement policies, programs, and infrastructure as directed in 2022 Climate Action Plan Update and future climate policies adopted by Council; and to approach policy and program development using targeted universalism with an understanding of the importance of addressing racial equity and working with indigenous and tribal partners in climate action work.

When assigned to Neighborhood Resilience Coordinator:

This position will address climate change and extreme heat by creating programs, policy, and infrastructure that address the needs of our most vulnerable residents as outlined in the Climate Justice Agenda in the 2022 Climate Action Plan Update.

When assigned to Policy and Grants Coordinator:

This position will enhance the identification of regional, state, and federal resource opportunities that align with City policy principles, develop grant proposals, and to foster the relationships and connections to advance the City's policy interests through strong state, philanthropic, and federal grant applications. This position would support the Sustainability & Resilience Office, Government Relations, and other Departments as needed.

When assigned to Youth Climate Action Coordinator:

This position will drive the implementation for climate action and resilience in Tempe by engaging and supporting youth focused programs.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Support the Office of Sustainability and Resilience outreach and education efforts.
- Work with racial equity data, perspectives from marginalized communities, and indigenous concepts of resilience in the implementation of policies, programs, and infrastructure.
- Coordinate with all Departments and city staff on sustainability and resilience issues.
- Participate in Sustainability and Resilience Office training, professional development, and networking activities (Including; Urban Sustainability Directors Network, Sustainable Cities Network, Western Adaptation Alliance, Arizona Forward, and others).
- Support grant applications for state, federal and philanthropic funding; support grant implementation and management for received grants.
- Support interns, fellows and temporary employees.
- Perform related duties as assigned.

When assigned to Neighborhood Resilience Coordinator

- Implement the Climate Justice and Neighborhood Agendas in the Climate Action Plan Update.
- Coordinate and staff the Climate Justice Advisory Board (residents and stakeholders working on climate action).
- Support energy equity trainings and programs.
- Develop neighborhood pilot projects in coordination with Neighborhood Services.
- Coordinate with Fire Medical Rescue's Emergency Manager and the new READI program.
- Collaborate with school districts and schools.
- Supports pilot projects and planning associated Resilient Tempe Master Plan and Green Stormwater Infrastructure implementation.
- Support Local Food efforts and associated planning and pilot project implementation.
- Collaborate with Engineering and Transportation on transportation equity outreach and pilot projects.
- Develop relationships and programs with community partners.
- Coordinate with Human Services and Engineering on a Resilience Hub and Resilient Energy Master Plan and to support Human Services and Emergency Management in the implementation of programs at EnVision Tempe.

When assigned to Policy and Grants Coordinator:

- Monitor state, federal, and local grants; support departments with grant applications, writing, tracking, and reporting; support grants in the areas of emergency preparedness and resilience; contribute to development of federal and state grant strategies; manage the grant management system.
- Maintain relationships at the state level regarding climate policy.
- Monitor and represent interests at the Arizona Corporate Commission.
- Work on energy decarbonization policy with APS and SRP.
- Support water policy development and monitoring with AMWAU, cities, towns, SRP, and CAP.
- Advance resource requests in the areas of housing affordability, homelessness outreach, and other human services areas.
- Monitor grant funding availability for CIP, including parks, transportation, and water infrastructure.
- Monitor state legislation and policy.
- Maintain relationships with Arizona federal delegation; further develop relationships with local philanthropy.

When assigned to Youth Climate Action Coordinator:

- Develop and support Youth Climate Councils in Tempe Union School District.
- Support outreach in Tempe Elementary and Kyrene School Districts.

- Support districts with sustainability and resilience curriculum; green stormwater infrastructure planning and projects in schools, and climate-related events in partnerships with schools such as school gardens and food forests.
- Develop an Annual Tempe Youth Climate Annual Report and Appreciation Event.
- Support middle and high school students, including Mayors Youth Advisory Commission, in connecting with Mayor and Council on sustainability and resilience.
- Support grant efforts and funding proposals.
- Coordinate with local organizations and business to support student-driven service projects.
- Organize connections to Tempe sister cities and cities in the region.
- Collaborate with Tempe departments to center youth voices, specifically Transportation, Community Services, Economic Development, Community Development and Fire Medical Rescue.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective May 2022