



## METROPLAN

SMART PLANNING MAKES SMART PLACES.

<b>Job title</b>	<b>Sustainable Transportation and Energy Ambassador</b>
<b>Organization</b>	<i>Metroplan</i>
<b>Location</b>	<i>Little Rock, Arkansas</i>
<b>Supervisor</b>	<i>Mr. Casey Covington, Executive Director</i>
<b>Salary Range</b>	<i>\$55,000 to \$70,000 per year</i>
<b>Employment Type</b>	<i>Professional/Salaried Position: 5 Day, 40 Hour Work Week Flexible schedule available with supervisor approval Grant-funded (5-year grant term)</i>
<b>Contact for Application Submissions</b>	<i>Ms. Tammy Gillis, Human Resources tgillis@metroplan.org / 501-372-3300  Ms. Bernadette Rhodes, Senior Regional Planner brhodes@metroplan.org / 501-372-3300</i>
<b>Availability</b>	<i>Open until filled</i>

### About Metroplan

Metroplan is a consortium of 38 leaders in local government, transportation, and economic development who are invested in a prosperous and sustainable future for Central Arkansans. Metroplan members and staff work together to influence positive growth in the region. Federally designated as Central Arkansas' Metropolitan Planning Organization (MPO), Metroplan guides multimodal transportation and quality community development through regional cooperation in transportation and urban planning. [www.metroplan.org](http://www.metroplan.org)

### What makes Metroplan a great place to work?

- Interesting, wide-ranging work that impacts quality of life in Central Arkansas
- Flexible schedule
- Work-life balance
- Generous annual and sick leave
- Retirement plan contributions
- Paid membership in applicable professional organizations
- Paid participation at approved regional and national conferences
- Supportive, smart, and fun team environment

### Job Summary

The Sustainable Transportation and Energy Ambassador will play a pivotal role in implementing energy efficiency, renewable energy, and sustainable transportation initiatives within Central Arkansas. This position, funded by the EPA's Climate Pollution Reduction Grant (CPRG), involves extensive community

and stakeholder outreach, education, and technical assistance to ensure the successful implementation of various energy- and environment-related projects and programs.

Other responsibilities will include supporting Metroplan's short- and long-range planning efforts, data analysis, report writing, project/grant support, and coordination with various public entities and private sector stakeholders. *Learn more about Metroplan's leadership, staff, goals, and planning products at [www.metroplan.org](http://www.metroplan.org).*

### **To Apply**

Please email your resume, cover letter, and sample document to Tammy Gillis and Bernadette Rhodes at [tgillis@metroplan.org](mailto:tgillis@metroplan.org) and [brhodes@metroplan.org](mailto:brhodes@metroplan.org). The sample document should demonstrate your writing and instructional skills and can be one of the following types of document: essay, informational flyer/brochure, report, presentation, or instructional materials in which you were the primary writer.

### **Employment Details**

This is a full time position with Metroplan. Allotment of time allocated to the CPRG grant is expected as follows. Remaining time will be applied to other grants and in support of the grants team.

- Year 1: 100% of time dedicated to the CPRG grant.
- Year 2: 90% of time dedicated to the CPRG grant.
- Year 3: 80% of time dedicated to the CPRG grant.
- Years 4 and 5: 60% of time dedicated to the CPRG grant.
- The remaining time will be allocated to other Metroplan grant activities, funded by other grants and/or Metroplan's general fund.

### **Key Responsibilities**

1. Community and Stakeholder Outreach
  - a. Conduct outreach to ensure program design meets community needs.
  - b. Conduct education to connect community needs with available resources.
  - c. Present information through meetings with community organizations, churches, and direct contact methods such as doorhangers.
2. Program Promotion
  - a. Market the availability of rebates, pass-through grants, and loans.
  - b. Provide education and assistance to reduce barriers to the utilization of rebates, pass-through grants, and loans.
  - c. Promote grants among public agencies in small and low-income and/or disadvantaged communities (LIDACs).
3. Technical Assistance to Potential Funding Recipients
  - a. Provide assistance throughout the ESPC (Energy Savings Performance Contracting) application and implementation process.
  - b. Use county data to identify and contact commercial property owners, realtors, and developers about the CPACE (Commercial Property Assessed Clean Energy) opportunity.
  - c. Work with eligible entities to analyze needs and identify suitable locations for energy projects.

4. Green Networks – Land Preservation, Restoration, and Trail Construction Projects
  - a. Assist governmental and nonprofit organizations with land conservation and restoration goals.
  - b. Support cities and counties in implementing Central Arkansas Regional Greenway trail construction.
  
5. Building Efficiency – Energy Efficiency and Renewable Energy Projects
  - a. Assist local governments, nonprofits, commercial building owners, and residents in accessing existing funding and community resources for weatherization, building efficiency upgrades, and renewable energy implementation.
  - b. Spearhead energy efficiency projects and engage community members in sustainable practices.
  
6. Transportation Efficiency – Fleet Electrification, EV Charging, and Streetlight Conversion Projects
  - a. Assist governmental and nonprofit organizations with fleet electrification, EV charging installation, and streetlight conversion to LED.
  
7. Workforce Development
  - a. Support workforce development activities.
  - b. Communicate community workforce needs to program managers and promote job, internship, and apprenticeship opportunities, especially in LIDACs.

All staff must:

- Attend Metroplan sponsored meetings and public outreach events.
- Communicate with the public and attend after-hour events as necessary.
- Attend city council meetings and events sponsored by partners on behalf of Metroplan (occasionally, as needed).
- Other duties as assigned.

## **Education and Experience**

### Minimum

- Bachelor's degree with sustainability-related major or relevant coursework.
- 3-5 years of work experience in environmental sustainability, renewable energy, energy efficiency, or related fields.
- Strong understanding of federal and state grant regulations.
- Excellent organizational and project management skills.
- Proficiency in progress tracking and reporting.
- Exceptional communication, outreach, and interpersonal skills.
- Ability to work with diverse communities and stakeholders.

### Preferred

- Master's degree in Public Administration, Business Administration, or related fields.
- Over 5 years of professional experience in environmental sustainability or a related field.
- Professional experience managing grant-funded projects.
- Technical knowledge of CPRG-funded projects and funding mechanisms, such as land/stream restoration, energy efficiency upgrades, and electric vehicle infrastructure.

## Skills

### Essential

- Clear and effective written and verbal communication.
- Critical thinking, analysis, and problem-solving.
- Both independent and team-based work.
- Professionalism, tact, and diplomacy.
- Microsoft Office and other Windows-based software.
- Zoom, Microsoft Teams, and other online meeting management software.

### Desired

- Sustainability oriented.
- Ability to conduct research and data analysis.
- Highly innovative and creative.
- Spanish language.

## Physical Demands and Work Environment

The physical demands and work environment described below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sits, stands, walks, and speaks.
- Uses hands and fingers to touch, handle, or feel objects, tools, or controls; reaches with hands and arms.
- Climbs or balances; stoops, crouches, and kneels.
- Occasionally, sets up for meetings and events with items weighing up to 50 pounds.
- Occasionally drives.
- Specific vision abilities include color, near, far, and peripheral, and the ability to adjust focus.
- Works primarily indoors with occasional outdoor events required.
- Occasional day and overnight travel required. Travel to NWA and Ft. Smith will be required for the CPRG Grant.
- Occasionally, irregular hours of work may be required.