JOB POSTING- January 24, 2020
DEADLINE- February 14, 2020
Full Time Senior Project Manager
Office of Planning & Development

Position Title: Senior Project Manager, Office of Planning & Development

Position Summary: The ideal candidate will be mission-driven, passionate about community and environmental issues, comfortable working in a diverse urban setting, and familiar with clean energy and climate policy. Primary responsibilities include providing project management support for City initiatives related to Clean Energy Transition, Community Engagement, and growth of the Circular Economy.

How you will spend your time:
Project Management and Advancement - 65%
Your primary focus will be on managing and advancing existing projects in the city.
- Work in collaboration with local public-private collaborative partnerships, city staff, and related regional/state/federal stakeholders to develop, champion, and facilitate a strategic work plan for the clean energy transition.
- Create meeting agendas and assist in the facilitation of meetings/working sessions.
- Support information dissemination and communication to public, private, and non-profit stakeholders to enable better visibility of city opportunities.
- Write summaries, grants, press releases, and planning documents.

Research and Community Outreach - 25%
You should be excited about and prepared to participate in ongoing internal and external project meetings.
- Research and review papers, trends, and proposals, related to energy transition.
- Represent the city as stakeholder in project meetings.
- Convene and engage external stakeholders (community groups, non-profits, private sector, university, and other governmental organizations).

Administration and Operations - 10%
You should feel comfortable operating in a city government office setting
- Answer phone calls and directing citizen requests.
- Develop a working relationship with members of other city departments.
- Participate in city events, trainings, and the larger Holyoke community.

Knowledge, Skills, and Abilities Desired: Knowledge of urban planning, energy systems, environmental science, circular economy, public infrastructure, economic development and related state and federal laws and regulations; Knowledge of grant policies, procedures and methods; Strong presentation skills and experience with project management and organization tools such as PowerPoint, Google Sheets, Trello, Asana, Jira etc; Excellent communication as exemplified by strong writing skills. Bilingual English-Spanish is highly desirable.

Education, Experience, Certification, Licensure Desired:
- 3+ years experience of Project Management in the Public/Non-Profit sector.
- Background in Sustainability, Economic Development, or Energy Systems strongly preferred.
- A graduate degree is preferred (MPA/MPP, MBA, MUP) - graduates of environmental science programs are also encouraged to apply if they have experience with Project Management.

Supervision: Reports to Director, Planning and Economic Development, will work closely with Mayor’s Office and Conservation Department. Provides supervision of employees and contractors, assigning tasks and monitoring performance.

Job Environment: Work is performed under typical office setting; Work environment has a moderate noise level; Infrequent work is conducted in the field with exposure to various weather conditions; Frequently travels regionally, tours off-premises work sites and attends evening meetings; Operates an automobile, computer, and standard office equipment; Makes frequent contact with the public, municipal, state and federal representatives, elected officials, agencies, regulatory bodies and contractors. Has access to department-related confidential and/or sensitive information. Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.
**Physical Requirements:** Employee is regularly required to walk, stand, sit, talk and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable normal ranges. The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Fair Labor Standard Act (FLSA) Status:** Exempt

**Employment Status, Hours, & Duration:** Salaried Full-Time employment. Regular hours are 35 hours per week, Monday - Friday, 830am - 430pm. Daily Hours may change based on work-load. Position is grant funded for a duration of 18 months. Employment behind 18 months is contingent upon additional grant funding and is not guaranteed.

**Pay Rate:** $46,844.10-$63,240.52

**Employee Benefits:** Health, Dental, Life Insurance, Flexible Spending Account (FSA)

**Application Instructions:**
Applicants should provide a resume and a video statement of interest (3 minutes max.) which answers three questions:
- What excites you about this opportunity?
- What makes you a good fit for the role?
- Describe a policy, technology, or initiative in the clean energy space that excites you, and why you find it interesting.

Resume and a link to video should be sent to: Personnel@holyoke.org
- Attn: Personnel Director
- Subject: Senior Project Manager

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