



POSITION ANNOUNCEMENT

SUSTAINABILITY COORDINATOR

The Village of Wilmette and Wilmette Park District are excited to announce the recruitment of a full-time Sustainability Coordinator. This is an exciting and unique opportunity to make a lasting community-wide impact as this position will support the various governmental bodies in Wilmette to advance sustainability initiatives. The position will primarily work with the Village of Wilmette and Wilmette Park District, but also provide guidance and support as needed to Wilmette School District #39, the Wilmette Public Library and New Trier Township. This is a newly created position intended to lead implementation of the Village's recently adopted Sustainability Plan and assist the Park District in the development of its own plan.

Wilmette is a beautiful, historic community located 16 miles north of downtown Chicago with convenient access to the Metra train station (Union Pacific North Line) which is steps away from Village Hall, as well as the CTA Purple Line. The community has approximately 28,000 residents and total area of 5.4 square miles. As progressive organizations, the Village and Park District are committed to making Wilmette a more livable and welcoming community through sustainability, diversity, equity & inclusion, affordable housing, support of open space and recreation, and active transportation.

General Responsibilities:

The successful candidate will be responsible for leading vital efforts to ensure Wilmette is a leader in environmental sustainability. The position will manage a portfolio of projects across various local government entities. The successful candidate will be part of projects that address public education, energy, water conservation, "green" buildings, transportation/mobility, solid waste, air quality, environmental stewardship, and other aspects of environmental sustainability and climate resiliency. Specifically, the coordinator will:

- facilitate events, presentations, workshops, and demonstrations to educate community members about available sustainability practices and programs.
- lead an intergovernmental sustainability committee
- research, recommend and coordinate sustainability policies and programs internal to multiple Wilmette governmental entities and external community-based program.
- serve as the main point of contact on environmental sustainability for each local government entity
- serve as liaison to the Village of Wilmette's Environmental & Energy Commission

Position Requirements:

The candidate will have a bachelor's degree in Environmental Studies/Science, Sustainable Business, Public Administration/Policy, Community Planning, or related field. A minimum of two years of experience related to sustainability, natural resources, environmental studies, energy, or other closely related field is preferred. The candidate must possess a valid driver's license. The candidate should possess a thorough understanding of principles and practices governing environmental sustainability. The candidate should also be current on trends, successful programs and "best practices" found in leading environmentally sustainable communities.

Essential position requirements include the ability to effectively communicate both verbally and in writing, to interact with the general public in a courteous and professional manner, and the ability to prioritize, organize, and complete required duties timely and accurately. Candidate must be detail oriented, flexible, and a team player to develop positive working relationships with supervisors, co-workers, and the general public.

Compensation and Benefits:

The salary range effective January 1, 2023 is \$71,758 to \$95,220 with a starting salary expected to be at or near the beginning of the range. The Village offers excellent benefits which includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental and vision coverage, life insurance, and voluntary participation in a deferred compensation program (457 plan), and paid time off.

Selection Process:

The candidate will participate in interviews and undergo a reference check and a driver's license record verification.

How to Apply:

Interested candidates should complete the online employment application found on Village's Self-Service webpage at <https://wilmette.munisservice.com/ess> and attach your resume and cover letter. Employment applications will be reviewed as they are received. Paper submissions will not be accepted. The position remains open until filled.

The Village of Wilmette is committed to compliance with the Americans with Disabilities Act and is an Equal Opportunity Employer. Diversity, Equity, and Inclusion are critical to the Village's success. The Village seeks to recruit the most talented individuals from a diverse candidate pool and strongly encourages applications to be submitted from all genders, all races, all sexual orientations, people with disabilities, and Military Veterans.