

**Sustainable Claremont  
Program Contractor, Claremont Energy Challenge  
Job Description**

Sustainable Claremont ([www.SustainableClaremont.org](http://www.SustainableClaremont.org)) is a non-profit 501(c)3 organization that provides educational resources, engages in advocacy, and takes action to move the community towards sustainability, not only within Claremont but beyond its borders. The organization is currently focused on sustainability initiatives in Energy, Water, Local Schools, our Urban Forest, and Sustainable Gardens. Sustainable Claremont is independent of the City of Claremont, but works closely with the municipality and other organizations in the greater Southern California region.

**Position Description**

Sustainable Claremont is looking for an independent contractor to help us implement our commitments to the Claremont Energy Challenge (CEC), Claremont's proposal for winning the Georgetown University Energy Prize (GUEP), a national \$5 million competition. We are looking for a passionate advocate for energy efficiency to persuade, mobilize, and activate Sustainable Claremont volunteers and Claremont Community members to reduce energy (electricity and gas) use in our community and help stimulate the transition to clean renewable energy.

**Responsibilities**

The Program Contractor's primary goal will be to ensure Claremont is selected as a finalist for the Georgetown University Energy Prize by December 2016. This is almost entirely based on real electricity and gas use reduction in the city. The program contractor will achieve this by focusing on three primary strategies: the "Walk the Town" community canvassing program, the "Train the Trainer" workshop education initiative, and general community outreach/awareness campaigns.

The contractor will be responsible for daily program operations for each initiative, and may be responsible for augmenting or changing strategy as needed. The program contractor will also be responsible for identifying and managing volunteer and community support.

**Ideal Qualifications**

- Passion for energy efficiency and sustainability programming
- Knowledge of state and local incentive programs supporting home energy retrofitting, solar installation, and other energy efficiency programming (i.e. Energy Upgrade California, Energy Champions, and others), and familiarity with basic building science technologies, loading order, etc.

- Experience implementing community outreach, volunteer mobilization, organizing and/or grassroots field work; familiarity with “canvassing” or “door-to-door” marketing a plus
- Familiarity with the Claremont Home Energy Retrofit Program (CHERP) or similar programs

### **Required Qualifications**

- Bachelor's degree and/or three to five years experience in a relevant field
- Strong analytical and problem-solving skills with the ability to work across a diverse set of functional areas
- Experienced and comfortable with public speaking, leading workshops, phone outreach, event coordination and general face-to-face community engagement
- Flexible hours. Many events take place in the evenings and on weekends
- Should have access to a car for local use in the Claremont area
- Must have cell phone and laptop that can be used for work
- Self-motivated and able to identify and to prioritize tasks without oversight
- Able to understand complex systems quickly
- Outstanding written communication and organizational skills
- Willingness to bike or walk door-to-door in the Claremont community
- Experience using email marketing and social media to engage communities (i.e. MailChimp, Facebook, CRM tools, etc.)
- Advanced knowledge of Microsoft Office: Word, Excel, and PowerPoint;

### **Position Details**

This is a 10-month, full-time contractor position that concludes in February 2017. Total contract fee will be up to \$50,000, contingent upon experience. As this is a contract position, no other benefits apply. The position will report to the Chair of Sustainable Claremont.

### **How to apply**

To apply, please send a resume and cover letter addressed to the Board of Sustainable Claremont to [info@SustainableClaremont.org](mailto:info@SustainableClaremont.org) by March 11, 2016.