



# JOB ANNOUNCEMENTS

## Sustainability Program Analyst

RESEARCH ANALYST II (RA II)

JOB RECRUITMENT #21-04

<b>SALARY RANGE</b>	Low to Mid \$50,000s (position level & salary commensurate with education & experience)
<b>LOCATION</b>	Local Initiatives, Division of Community Planning
<b>CLOSING DATE</b>	When position is filled
<b>AREAS OF CONSIDERATIONS</b>	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

### Job Description

This Local Initiatives position assists in data collection, policy research, partner coordination, and program design and management, for energy management, renewable energy, bike sharing, and other programs that help the region meet carbon reduction and other regional goals while also improving partner efficiency. The work involves creating implementation-focused programs involving technical assistance, peer learning, joint procurement and contracting processes, pooled financing, shared services, pooled decision-making and other mechanisms that foster local governments ability to achieve planning and climate resilience objectives as a group. Such programs allow partners to share technical, financial, and sometimes legal services and joint purchasing power, that can result in cost savings.

Existing programs include the Regional Streetlight Procurement Program and a recent initiative to launch a renewable energy procurement strategy for local governments in southeastern Pennsylvania. Local Initiatives also supports cross-departmental collaboration at DVRPC to provide implementation-focused support and program development.

The Sustainability Program Analyst's work is to be performed in accordance with broadly defined objectives and professional standards under technical supervision of the Manager, Local Initiatives, who in turn reports to the Director of Community Planning.

### Responsibilities

- Conduct research on best practices in energy management, renewable energy, and active transportation programs, through literature review, gathering data from prospective program participants and industries, and meeting with internal Subject Matter Experts (SMEs) and external partners.
- Help develop program models, working with intended end-users.
- Seek grant and other funding opportunities through research, outreach, and grant writing.
- Develop outreach materials, program evaluations, reports, website updates, and presentations.
- Assist with drafting solicitations and contracts, working closely with DVRPC procurement staff, related consultants, and legal advisor.
- Assist with managing proposal review processes, working with evaluation committees, including assisting with managing hired consultants.
- Host and/or facilitate program-related meetings including program kickoffs, webinars, and steering committee meetings.
- Assist with managing program timelines.
- Analyze program impact and report on program's successes, challenges, and lessons learned.
- Present program outcomes at conferences and discuss with local and national colleagues.
- Represent DVRPC at outside meetings and events.
- Perform related work as required.

### Qualifications

- Considerable knowledge of the principles, practices, and objectives of local government and regional planning.
- Experience and/or interest in renewable energy, energy management, sustainability, climate change, active transportation, land use, healthy communities, environmental justice, and/or smart growth.
- Strong quantitative skills with an ability to analyze and interpret data.
- Excellent writing skills with an ability to prepare reports that are clear, concise, and technically sound.
- Ability to make oral presentations to diverse partners.
- Ability to establish and maintain effective working relationships with planning partners, public officials, and the general public.
- Ability to convene and facilitate meetings and manage group dynamics.
- Expertise with Microsoft Excel, Word, and PowerPoint.
- Ability and willingness to take supervisory direction.

### Experience & Training

To classify as a Level RA II, a minimum of three years of progressively responsible professional experience in sustainability or energy planning or program management, city/regional planning and such training as may have been gained through graduation from a four-year college/university, with major course work in planning or related discipline that is applicable to local government or regional planning. A Master's degree may be substituted for one year of professional experience.

To learn more about our work culture and benefits, visit our website: [www.dvrpc.org/HumanResources/](http://www.dvrpc.org/HumanResources/). DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG); OR

FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8<sup>TH</sup> FLOOR / PHILADELPHIA, PA 19106-1520