



**Local
Government
Commission**

Leaders for Livable Communities

Join Our Team

The Local Government Commission is looking for
a new **Climate & Energy Project Associate**.

WHO WE ARE

The [Local Government Commission \(LGC\)](#) is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. LGC works to build livable communities and local leadership by connecting leaders via innovative programs and network opportunities, advancing policies through participation at the local and state level, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. Current program areas include Community Design, Healthy Communities, Water, Climate Change, Energy, and National Service. Our focus is on making communities more livable, prosperous, resilient, and sustainable.

In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

WHO WE'RE LOOKING FOR

We are looking for a passionate and collaborative individual to join the Climate Change and Energy team to support the planning, coordination, and execution of projects related to climate change mitigation, adaptation and resiliency, electrification, and more. We are seeking a motivated, committed individual with strong communications, strategy development, and stakeholder engagement experience. Please note that this position will require traveling.

This is an excellent opportunity to be involved and build expertise in the rapidly evolving field of climate change mitigation and adaptation.

WHAT YOU CAN BRING

We are searching for candidates with the following attributes and qualifications:

- A Bachelor's Degree from an accredited 4-year institution (relevant work experience may be considered in place of a degree on a case-by-case basis).
- Working knowledge of climate change mitigation and adaptation science and frameworks, and key energy issues including energy policies, trends, and technologies.
- Ability to work both independently and in a collaborative setting with excellent organizational and time management skills.
- Excellent interpersonal and communication (written and verbal) skills.
- Comfort engaging with diverse stakeholder groups and individuals.

Additional attributes and qualifications we value (not required):

- A Bachelor's Degree in environmental studies, planning, or a closely related field.
- Professional experience conducting one or more of the core functions and responsibilities of the position described below.
- Knowledge of innovative policies and practices related to climate change mitigation, adaptation and resiliency, energy, and/or land use planning in California.
- Working understanding of equity, environmental justice, and/or social/racial justice principles, frameworks, and practices as applied in the fields of climate change and energy.
- Experience with event planning, including creating agendas, coordinating with speakers, and organizing logistics.
- Experience preparing concise, comprehensive, and understandable memos, reports, studies, and other written materials
- Experience preparing and presenting oral and visual presentations to a variety of clients, partners, peer practitioners, and the general public.

RESPONSIBILITIES

The Climate & Energy Project Associate will be responsible for complex tasks and support of LGC's growing climate change and energy portfolio. A few projects that the Project Associate will support include the [Alliance of Regional Collaboratives for Climate Adaptation](#), the [Mayors' Commission on Climate Change](#), the [Capital Region Urban Heat Island Project](#), the [Statewide Energy Efficiency Collaborative](#), the [Sustainable Energy Incubator](#), and/or other climate and energy projects. Core functions and responsibilities of this position include the following:

- Stakeholder engagement activities including conducting outreach, fostering positive relationships, and coordinating with partners to establish and facilitate working groups and technical advisory committees.
- Planning and implementation of workshops, webinars, social media campaigns, newsletters, and other activities aimed at increasing the understanding of climate change/energy risks and opportunities among practitioners and the general public, including securing venues, developing agendas, coordinating event logistics and registration, inviting and managing speakers, and providing on-site support.
- Community engagement activities including partnering with local government agencies and community-based organizations to determine a mutually agreed-upon approach, developing outreach materials and agendas, facilitating meetings, and interfacing with public members.
- Assessment of local government needs, through surveys and interviews, for technical assistance related to climate change and energy policies, planning, funding and financing, and implementation.
- Research, development, and production of informational resources on innovative approaches to implementing climate change mitigation and adaptation strategies, including compiling and disseminating existing best practices, strategies, and case studies to regional and statewide audiences.
- Participation in LGC and its Climate and Energy Team meetings, strategic planning sessions, program development discussions, and trainings.

COMPENSATION & BENEFITS

This position is full-time and exempt and is located in Sacramento, CA (other locations in California may be considered). The annual full-time starting salary range of this position is **\$47,840 - \$50,960** depending on qualifications. The benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage.
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- 401K retirement plan with an employer contribution, which is currently up to 4% of salary.
- Access to the LGC's Employee Assistance Program.

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position, and three references to Julia Kim at jkim@lgc.org.

Candidates are requested to use the following headings and labels when submitting their application:

- Email subject line: PA Application [*Full Name*]
- Cover Letter attachment: *First Initial.Last Name_Cover*
- Resume attachment: *First Initial.Last Name_Resume*

This position will remain open until filled and interviews will be conducted on a rolling basis. The first priority deadline is **Friday, March 29th**.