



Job Announcement: Climate Smart Missoula Resilience Coordinator/Director

Location – Missoula, Montana

Organization Overview

Climate Smart Missoula, a nonprofit organization located in Missoula, Montana, is seeking a Resilience Program Coordinator or Director to join our small but mighty team. Founded in 2015, Climate Smart Missoula's mission is to engage our community in climate actions, catalyzing efforts to reduce our carbon footprint and build a resilient Missoula. We envision a low-carbon, community that has the networks, knowledge, and capacity to address the climate crisis equitably and sustain a vibrant Missoula that works for everyone. While our efforts are centered in the Missoula area, we also work to strategically expand our impact state and region-wide.

Program Coordinator/Director Overview

This new position will focus on developing and implementing components of Climate Smart Missoula's signature climate resiliency efforts, including our *Summer Smart* program and aspects of *Climate Ready Missoula*, Missoula County's climate adaptation plan. This position will lead implementation of a new one-year EPA Environmental Justice grant to equitably address wildfire smoke and indoor air quality. The position reports to the Executive Director, and regularly collaborates with other Climate Smart Missoula staff, Missoula County's Climate Resilience Coordinator, other area non-profit organizations, as well as with local government, businesses, and community leaders.

Position Responsibilities

This position will support a 2022 EPA Environmental Justice grant awarded to Climate Smart Missoula, Clean Air— Healthy Homes: co-creating a wildfire smoke ready community. This is a collaborative initiative to address negative health outcomes during ever-increasing wildfire smoke episodes by co-creating a Wildfire Smoke Ready Action Plan and programs based on outreach, surveys, and investigations with local Indigenous and underserved communities (grant abstract is linked on our website here:

<https://www.missoulaclimate.org/jobs-and-opportunities.html>).

The Coordinator/Director will:

- Working with partners, develop and lead or co-lead activities including focus groups, “pop-up” events in key neighborhoods, neighborhood canvassing, air filter distribution, and more
- Integrate environmental justice considerations into this EPA-funded initiative and other Climate Smart Missoula efforts
- Incorporate and align this work with other wildfire smoke resiliency efforts and with Missoula County's *Climate Ready Missoula* plan, including extreme heat and mental health initiatives

Additionally and over time, this position will

- Develop, refine and implement other local robust climate resiliency programs based on research, best practices, and community needs/capabilities. This includes prioritizing and creating education materials and outreach strategies for our Summer Smart program (heat, wildfire smoke, mental health, urban forests) and other Climate Ready Missoula plan goals and strategies
- Organize and lead or co-lead meetings of local government, business and community stakeholders
- Assist with website development, e-newsletters, fundraising, outreach, events, and additional administrative duties or other Climate Smart activities as they arise
- Supervise interns, volunteers, and, potentially, part-time staff

General Responsibilities

- Support, share and represent Climate Smart’s mission, priorities, and organizational culture
- Support, share and represent Climate Smart’s justice, equity and anti-racism values and guiding principles
- Help create and support a positive, equitable and learning work environment, problem solving day-to-day challenges as they arise
- Work cooperatively and communicate effectively with staff, partners and community members, and supporters/donors

The ideal candidate would have the following skills, experience and orientation:

- Bachelor's degree and at least 1 year of professional experience in local climate adaptation planning, public health, community organizing/development, sustainability or other related fields; other combinations of relevant education and experience will also be considered
- Familiarity and interest in the intersection of climate change, health, poverty, and environmental justice and a passion for engaging with a diverse range of people
- Experience with or willingness to learn grant reporting and compliance
- Ability to balance independent work and teamwork, recognizing the need to take initiative as well as collaborate closely with other staff and partners
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Excellent written and verbal communication skills, and ability to present to and adjust communication styles for a variety of audiences, specifically racially, ethnically, and socioeconomically diverse communities
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- General computer literacy, including MS Office, Google Suite, basic website editing, or other productivity and communication tools
- ability to prioritize, pivot and respond to more urgent actions while maintaining long-term goals
- A willingness to embrace the complexities of this work and bring a sense of humor, hope, resolve, and your own creativity and style to this position and our community

Salary and Benefits

The salary range for this full-time position is \$42,000 to \$50,000 depending on experience. This range reflects that the right person may start with less professional experience but have the passion to develop particular skills and knowledge (job title of coordinator vs director will also reflect level of experience). Benefits include generous paid time off (PTO) and paid holidays, health insurance, and retirement plan.

This position is offered as a full-time, salaried position. We are also open to individuals who, given family, care-giving, work or other considerations, desire less than full time employment (a minimum of 30 hours/week from March – October is needed, however).

Climate Smart’s typical work hours are Monday - Friday, 9am - 5pm; however, we are flexible, and staff may choose to work a portion of hours outside this window, and work remotely when practical. There will be occasional evening or weekend commitments.

Commitment to Diversity, Equity, and Inclusion

Climate Smart Missoula is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We strongly encourage applications from people of color, Indigenous people, immigrants, members of the LGBTQ community, and other underrepresented and historically marginalized groups. We encourage applicants who share this vision and have a desire to contribute to our mission to apply.

To Apply

Please submit a cover letter and resume detailing your relevant experience and interest in this position to director@climatesmartmissoula.org. Include the contact information for 3 references and your version of this Venn Diagram (see below).

We will begin reviewing applications on January 26, 2022 and the position will remain open until filled.

We'd like to get to know you better beyond your cover letter and resume. At Climate Smart Missoula, we use a "big tent" approach and believe everyone has something to contribute to solving the climate crisis. We encourage people to consider how to focus their efforts through a Venn Diagram activity that builds on their lived experience and personal interests. In addition to your cover letter and resume, please fill in your own version of the below Venn Diagram. Creativity is encouraged, and there are no wrong answers!

