



### Job Description

Position Title	Department	Reports to
Sustainability Programs Manager	Asset Management	Director of Asset Management
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	October 1, 2021

#### POSITION SUMMARY

The Sustainability Resident Programs Manager is responsible for the oversight of all resident programming based on environmental sustainability, health, and equity. Programming across the portfolio is provided in partnership with many community organizations. Programs focus on pillars of social and environmental health including: safe housing, access to food, green cleaning, energy & water savings, garden programs, digital literacy, and access to alternative transportation.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

##### Supervision:

- Supervises staff and interns to meet resident programming objectives

##### Program Planning:

- Alternative Transportation: bike access programs, EV programs, car share programs, multi-modal programs, electric scooter programs, etc. Oversees SmartPass Program and other public transit programs.
- Community Gardens: oversees all aspects of community gardens at all FCH sites
- Food Programs: determine level of need at each community and secure resources.
- Digital Literacy Programs: oversees all aspects of digital literacy programming,
- Advocacy Days: Voter Registration & Lobby Day
- Needs Assessment: Conduct Portfolio-wide Needs Assessment to identify new program areas and measure current program success.

##### Sustainability:

- Oversees workshops on energy and water saving

- Oversees workshops on reducing toxins in the home
- Monitors Green policies within programing and events across all sites
- Green Resident Manual Updates and Distribution to all new residents

#### Resident Service Contracts & Oversight:

- Maintains relationships with resident services on sites
- Monitor Partner Resident Services Programs, visiting between quarterly and semi-annually
- Ensure program promotes environmental sustainability
- Ensure at least 2 community events at each property (winter event and summer event)
- Oversee contracts
- Collect program data

#### Tracks Dashboards: Sustainability, Resident Programs

#### **Desired Skills:**

- Combination of 5 years of post-secondary education and/or experience in social service-related fields
- Strong knowledge of affordable housing operations
- Work independently and as part of a team.
- Demonstrated ability to both supervise and monitor grants and programs.
- Exceptional record keeping abilities.
- Knowledge of Sustainable Practices
- Management level computer skills, including Excel and Word.
- Ability to develop consensus among diverse groups. Ability to negotiate.

#### **Salary Range:**

\$85,000 – 100,000 plus benefits

#### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May travel by car, plane or other form of transportation to attend business meetings or conferences.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

First Community Housing is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Interested persons should send a resume and cover letter to Michael Santero at [michaels@firsthousing.org](mailto:michaels@firsthousing.org)