



G/FLRPC Sustainability Planner

The Genesee/Finger Lakes Regional Planning Council (G/FLRPC) is seeking applicants for a full-time multi-facet ‘Sustainability Planner’ position. The successful applicant will be involved with initiatives/projects etc. that work to achieve all three fundamental pillars of ‘Sustainability’, across the nine-county Genesee-Finger Lakes Region.

Duties of a ‘Sustainability Planner’ will primarily include conducting outreach and delivering technical assistance services and guidance to all local stakeholders interested in pursuing initiatives and/or projects. Duties will include:

Clean Energy and Climate Resiliency

- Assist local governments with understanding and completing the required actions to become designated “Clean Energy Communities” (CEC) under NYSERDA’s Clean Energy Communities Program (CEC).
- Assist local governments with accessing associated CEC grant resources from NYSERDA.
- Assist local governments with becoming certified under NYSDEC Climate Smart Communities (CSC) Program.
- Assist local governments in completing local greenhouse gas emissions inventories, benchmarking the energy use of municipal buildings, and assisting communities in reducing greenhouse gas emissions.

Economic Development

- Maintains close contact with local government units, civic organizations, special interest groups and area businesses on all aspects of potential economic development.
- Provides, or arranges for the provision of a wide variety of information, plans, surveys, and expert services or advice in connection with development activities;
- Oversees a long-range economic development strategy program (CEDS) designed to meet regional needs.
- Assists agencies and municipalities in applying for and administering financial assistance grants;
- Provides technical assistance in the preparation of project proposals;

General tasks

- Prepare updates for G/FLRPC Board on Sustainability work.
- Other duties on other G/FLRPC programmatic areas, as assigned.

Preferred minimum qualifications are a Master’s degree in urban planning, environmental science, or a related field and one year’s experience in sustainability/energy planning, or, a Bachelor’s Degree in urban planning, environmental science, or a related field and two years’ experience in sustainability/energy planning.

Must be knowledgeable about clean energy, climate action planning, NY State local government operations, and State and Federal programs. Must have strong public speaking and writing skills as well as experience with outreach and engagement to a variety of stakeholders, including clarity of presentation and facility with gauging audiences.

Must possess proficiency in Microsoft Office suite (Excel, PowerPoint, Word, Outlook), Microsoft Teams, Salesforce, and other web-based project management and tracking systems. The position requires travel by car and includes evening meetings. Travel expenses will be reimbursed at federal rates. Salary commensurate with experience. This position reports to the Sustainability Program Manager.

Genesee/Finger Lakes Regional Planning Council is an Equal Opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. G/FLRPC makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Please email your cover letter and résumé to the attention of Richard Sutherland – Executive Director at director@gflrpc.org until position is filled. Interviews will be scheduled on a rolling basis.

Genesee/Finger Lakes Regional Planning Council – 50 W Main Street, Rochester NY 14614