



Bilingual Climate Action Coordinator

Job Description

Date Posted:	6/14/2022
About North Marin Community Services	North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 11,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement. Visit www.northmarincs.org to learn about the impact of our services, and how you can make a difference in Novato.
Job Title:	Bilingual Climate Action Coordinator
Status:	Full-time, 40 hours/week, non-exempt. Some night and weekend work required.
Salary Range:	\$26/hr - \$27/hr (\$54,080-\$56,160/year) DOE. Generous benefit package including medical, dental, and vision benefits, life insurance, generous Paid Time Off (mental/physical health and vacation) accrual, 12 paid holidays/year, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus \$250.
Reports to:	Latine Services Manager
Purpose:	Serve as staff coordinator to the Novato Equitable Climate Action Collaborative (NECAC) and ensure that the voices of vulnerable and historically underserved communities in Novato are included in the design, prioritization, and implementation of solutions to address climate change. This new position will work directly with NMCS and City of Novato, and in collaboration with other public and private partners. This new position will be mentored in equitable climate action; prior climate action work experience not required. New collaborative launch in year one; NMCS will be seeking funding for continuation of the collaborative and position for mid-2023 and beyond.
Essential Functions:	<ul style="list-style-type: none">• Directed by the City of Novato Sustainability Coordinator, NMCS Latine Services Manager, and CEO, work to create and coordinate the Novato Equitable Climate Action Collaborative.• Register and convene partners to meet project objectives and timeline.• Serve as project coordinator to ensure collaborative remains on-track with project deliverables.• Conduct outreach to a variety of Novato and engage priority populations including people of color, low-income households, immigrants, children, aging adults, and people with disabilities.• Work with priority populations to gain and learn from climate-related impacts which include, but are not limited to, exposure to extreme heat, air pollution, rising energy costs, as well as access to affordable transportation, food and housing.• Utilize existing communication infrastructures and develop new methods as needed to reach priority populations.• Participate in trainings and meetings; track action items and ensure follow-through by the collaborative.• Attend monthly City of Novato Sustainability Commission meetings (Thursday night meetings); attend Novato City Council meetings as requested.• Able to form community connections and relationships; build trust among a range of community stakeholders (schools, community, government).• Be a strong ambassador for NMCS, including knowing and adhering to the agency's mission, values, and programs.• Additional Duties as assigned by NMCS and City of Novato.

North Marin Community Services

For more information about our agency or our programs, visit www.northmarincs.org

Qualifications:

Required Qualifications:

- English/Spanish verbal and written fluency.
- Two years' experience working in outreach, education, Promotores program, and/or case management or service coordination with vulnerable populations.
- Interest in climate action and environmental strategies.
- A valid driver's license and insurability under the agency's current auto insurance policies. Must be able to provide own car (eligible for mileage reimbursement).
- Highly organized and attention to detail; strong follow-through on action items.
- Compassion toward people who are struggling, and a love of helping.
- Self-motivated and eager to take initiative
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint

Preferred Qualifications:

- Bicultural
- Interpretation skills
- Strong communication and time management skills. Facilitation experience (training to be offered as needed).
- College certificate.
- Knowledge of Marin County resources and/or partners.
- Apricot experience

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

To apply for this position:

Please visit <https://www.northmarincs.org/careers-internships/>

Equal Opportunity

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.