

Senior Program Coordinator

Sustainable Long Island (SLI) is seeking a qualified individual to fill the position of Senior Program Coordinator who can contribute to the organization's delivery of resources, services, and expertise to municipalities, community and economic development practitioners, and sustainability stakeholders. SLI provides expertise in facilitating bottom-up public involvement, community participation and outreach, technical assistance, education and training, and project management services.

SLI is a nonprofit organization whose mission is to promote economic development, environmental health, and social equity for all Long Islanders. Sustainable Long Island works across the region, with leaders and residents of Nassau and Suffolk County, for the betterment of all Long Islanders.

Primary Responsibilities

The Senior Program Coordinator is responsible for coordinating several concurrent programs in areas such as food access and equity issues, community health and wellness, economic development and community revitalization, promoting environmental health and water quality, and environmental justice island-wide. S/he reports to the Executive Director, manages projects, and carries out tasks related to those projects. Specific day-to-day responsibilities include:

- Work with and serve as liaison to community partners, clients, and government agencies to coordinate and carry out various program activities, including but not limited to developing and implementing community surveys; crafting outreach strategies; coordinating steering or advisory committees; gathering public input on planning goals, objectives, and strategies; identifying issues, opportunities, and priorities; and assisting with implementation of community-based projects.
- Conduct outreach and facilitate community engagement and public participation as part of planning and community development projects.
- Conduct research and prepare reports on current planning, sustainability, environmental health, renewable energy, and community development trends, issues, and best practices.
- Coordinate and attend meetings, focus groups, garden builds, and workshops as needed.
- Assist Executive Director in day-to-day project oversight, including tracking and monitoring project budgets, preparing invoices and reports, providing technical assistance to community partners, and other tasks as assigned.

The Senior Program Coordinator also Support grant development, administration, and reporting for the organization including but not limited to: grant and proposal writing, tracking grant outcomes and preparing metrics (quantitative and qualitative), and drafting reports as related to Programs activities.

Essential Skills, Abilities, and Knowledge

The ideal candidate is a self-directed critical thinker who possesses excellent collaboration, organizational, public engagement, communication, writing and presentation skills, and has experience in community organizing and managing projects. In addition the candidate also possesses a/an:

- Understanding of economic and community development, environmental health, social equity/justice, and sustainability principles.
- Excellent analytical, research and writing skills.
- High degree of comfort with public speaking and making public presentations.
- A proactive and self-directed attitude with an ability to work independently as a project leader, and as part of a team.

- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.
- Ability to exercise judgment and discretion. Must be professional at setting priorities and coping with competing demands.
- Comfortable working in a fast-paced deadline-driven environment on multiple concurrent projects.
- Excellent time-management and general organization skills.
- Working knowledge of Microsoft Office, including spreadsheet applications.
- Familiarity with database and survey software, GIS and thematic mapping programs is a plus.
- Familiarity with design based software such as In-Design and Microsoft Publisher is a strong plus.
- Experience and/or understanding of working with local government officials is a plus.
- Ability to speak Spanish is a strong plus.

Basic Qualifications

A bachelor's degree in planning, sustainability studies, urban studies, public policy, government relations, community development or organizing, urban design, or related field is required. Master's degree is preferred. A minimum of three to five years of experience is required; however, various combinations of education and experience will be considered.

Candidate must be willing and able to travel anywhere in Nassau and Suffolk Counties as part of the job. Candidate will be expected to work some nights and weekends as needed depending on projects.

How To Apply

Send a resume and cover letter to info@sustainableli.org with "Senior Program Coordinator" in the subject line.

Sustainable Long Island is an Equal Opportunity Employer.