



### ***Volunteer Sustainability Coordinator***

Cranberry Township is seeking a Volunteer Sustainability Coordinator to assist Township staff in implementing and managing Cranberry's environmental sustainability initiatives. Sustainability is the primary goal set-forth by the Cranberry Plan, Cranberry Township's Comprehensive Plan. For more information on the township's current sustainability projects, please visit [www.cranberrytownship.org/healthycranberry](http://www.cranberrytownship.org/healthycranberry).

An outline for the coordinator's role follows:

#### Required Duties:

- Record monthly energy use for all Cranberry Township municipal facilities and generate monthly reports detailing the recorded data
- Track status of *Cranberry Township Sustainability Action Plan* recommendations
- Review applications for Cranberry Township Sustainable Business recognition and coordinate award status for successful applicants
- Maintain up-to-date information on Healthy Cranberry web pages
- Research new opportunities for local governments to address sustainability issues
- Explore methods of implementing *Sustainability Action Plan* and *Energy Reduction Plan* recommendations
- Assist Township staff in projects related to sustainability

#### Knowledge, Skills, and Abilities:

- Strong organizational and communication skills
- Computer-based skills including knowledge of Microsoft Excel
- Knowledge of environmental sustainability practices and programs
- Knowledge of local government operations
- Knowledge of or ability to learn Portfolio Manager
- Knowledge of or ability to learn web-based applications and website maintenance

This is a volunteer position with Cranberry Township. Applicants should be available to work in the township offices for approximately 8 to 16 hours per week between the hours of 8:00 am and 5:00 pm. Hours may be separated over the course of the work week.

Interested individuals should contact John Trant at 724-776-4806 ext. 1114 or at [john.trant@cranberrytownship.org](mailto:john.trant@cranberrytownship.org) to discuss this volunteer opportunity.