



## Job Description

### Program Associate – Regional Sustainability

#### Background: LA County Sustainability Plan

The County of Los Angeles is in the process of developing its first-ever comprehensive sustainability framework led by the Chief Sustainability Office in partnership with a team of consultants including staff at UCLA's Institute of the Environment and Sustainability (UCLA IoES). This will be a data-driven, people-oriented countywide sustainability plan, which will include a new climate action and adaptation plan. The goal of this effort is to create a cohesive and comprehensive structure that not only ties together past, current, and planned County sustainability efforts, but also outlines a bold, inclusive vision for growth that balances the co-equal values of environment, equity, and economy. The plan will define an achievable pathway to sustainability that supports the health and well-being of all residents, responsible stewardship of the natural and built environment, and long-term economic growth.

Among other responsibilities, UCLA is co-leading the Stakeholder Engagement process in partnership with the Liberty Hill Foundation.

#### Overview of Position

The UCLA IoES is seeking an experienced Program Associate to be a core member of the team creating the first-ever sustainability plan for Los Angeles County. This Program Associate will support the Stakeholder Engagement process, including assisting with the following activities:

- Planning and implementing logistics for stakeholder engagement meetings

- Developing information, presentations, and surveys for stakeholder engagement meetings
- Documenting meeting activities and gathering information from attendees
- Compiling, analyzing and summarizing stakeholder input
- Preparing reports of stakeholder engagement methods and findings
- Coordinating with other team members to support the two-way integration of the Stakeholder engagement process into other project efforts, specifically: data gathering, strategy development

Working with the UCLA IoES team on this project is an incredible opportunity to learn more about and help shape Los Angeles County's climate action and sustainability plans. It is also a unique chance to support planning and visioning for sustainability and resilience throughout LA County.

The Program Associate will report directly to the co-lead of the Stakeholder Engagement process, Ms. Laurel Hunt. Ms. Hunt is also the Executive Director of the Los Angeles Regional Collaborative for Climate Action and Sustainability (LARC), a regional climate change network housed at UCLA IoES.

This is a fulltime position (40 hours/week) for one year beginning in May 2018. There is a possibility of extending the position past one year based on funding availability. The position will be supervised by Laurel Hunt, Executive Director of the Los Angeles Regional Collaborative for Climate Action and Sustainability. Compensation includes a salary listed at **\$60,000/year** plus UCLA's generous benefits package.

### **Qualifications**

Excellent writing, communication and presentation skills required. Experience with stakeholder engagement; community organizing and/or outreach; sustainability; and urban planning required. Graduate degree preferred. Candidate must be able to operate in a fast-paced work

environment, work on several tasks simultaneously and operate as a part of a larger team. Strong interpersonal skills, including the ability to maintain respectful and constructive interactions within a high-profile and fast-paced environment, are required.

### To Apply

Please send a short email explaining your interest in sustainability and stakeholder engagement, your experience with these topics in a work and/or academic context, and a pitch about why you'd be great in this position to Laurel Hunt at [lhunt@ioes.ucla.edu](mailto:lhunt@ioes.ucla.edu).

Also, please send a **copy of your resume/CV** and a **writing sample**.

Ms. Hunt will contact you about setting up an interview after reviewing your application.

**We are trying to fill this position immediately (start date of May 1<sup>st</sup>) so please apply as soon as possible. We are accepting applications on a rolling basis until the position is filled.**