



Lander Climate Action Network and Energy & Environment Task Force Project Manager

Date issued: May 1, 2024

Deadline to apply: Open until filled

Reports to: Lander Climate Action Network Board President

Time of Work: Part-time (20 hours per week)

Start Date: June 2024 (negotiable)

Location: Lander, WY

Starting pay: \$41.50 per hour (up to \$41,500 per year)

The Lander Climate Action Network (LCAN) is seeking a part-time independent contractor who can act as a project manager and facilitator for the Lander Climate Action Network and Lander's Energy and Environmental Task Force (E&E Task Force).

ABOUT LCAN AND THE E&E TASK FORCE

Founded in 2020, LCAN is a grassroots nonpartisan group of Lander citizens working to create a sustainable future for our local community. LCAN's mission is to reduce greenhouse gas emissions in Lander through a commitment to environmental sustainability, community engagement, and economic viability. More information can be found at LCAN's website — landercan.org.

The City of Lander's Energy and Environment Task Force is a volunteer citizen group that was formed shortly after a 2020 mayoral and city council proclamation supporting the intent to reduce greenhouse gas emissions. The goal of the task force is to advise and aid the City of Lander in efforts to reduce greenhouse gas emissions while also increasing energy efficiency and lowering operational costs.

ABOUT THE ROLE

LCAN is seeking a suitable candidate for a part-time (20 hours per week), Lander-based, non-benefited contractor position at \$41.50 per hour (up to \$41,500 per year). Grant funding for this position is currently secured through the end of 2025. The successful applicant will act as an independent contractor and will be compensated on a biweekly basis. LCAN is prepared to assist

the hire through the process of establishing their own LLC to become an independent contractor. This position would be overseen by the LCAN Board of Directors.

The position has three main areas of responsibility, and the work hours allotted to each will shift as needed:

1) EMISSIONS REDUCTIONS FOR THE CITY OF LANDER (5–10 hours/week)

As a member of the Energy and Environment Task Force, this position will assist the City of Lander with meeting the emissions reduction targets for municipal operations that were set by City Council in 2023 as well as help increase the City's climate resiliency in a structured and cost-effective manner. Duties to include:

- Serve as member of E&E task force
- Coordinate and facilitate E&E Task Force meetings; prepare agendas
- Check, monitor, and respond to E&E's email: landereetaskforce@gmail.com
- Organize and maintain E&E's Google Drive
- Identify and, when appropriate, help the City of Lander apply for grant funding and technical assistance opportunities that align with the city's climate, clean energy, and clean transportation goals
- Be a trusted advisor to city staff and meet with them on an as-needed basis to provide/receive updates
- Identify climate risks to the city's infrastructure and operational systems and seek opportunities to mitigate those risks
- Assist the city in integrating climate mitigation and adaptation projects into city planning documents
- Work with E&E to prioritize projects identified in the *2021 Municipal Energy & Environment Report* and the *2030 Municipal Greenhouse Gas Emissions Reduction Plan* that promote cost savings, efficient operations, and lower environmental impact. Lead efforts to update these resources as directed by the E&E Task Force.
- Collaborate with regional partners to share resources and best practices
- When appropriate, assist the city with negotiating terms with service providers (Rocky Mountain Power, Black Hills Energy, Wyoming Waste Systems, etc.)
- Keep a record of cost savings, energy conserved, greenhouse gas emissions reduced, and other metrics

2) PROJECT MANAGEMENT FOR LCAN (5–10 hours/week)

Assist the LCAN Board of Directors with various efforts (such as communications and public outreach/education campaigns, community-wide and city-based projects, and cultivating local partnerships) to reduce greenhouse gas emissions at the community level as well as raise awareness for LCAN's work and mission. Duties to include:

- Assist the LCAN Board of Directors with identifying and executing projects to decrease community-wide emissions and increase climate resilience. (Projects

- might include conducting a community-wide emissions inventory; promoting home and business electrification, electric vehicles, rooftop solar; improving Lander's bikeability and walkability; reducing gas leaks; and tree planting in public spaces.)
- Identify and apply for appropriate grants to support community emissions reduction projects as well as to fund future LCAN contract positions
 - Create and manage relationships with partner organizations — including nonprofits, public institutions, and private businesses.
 - Attend LCAN Board of Directors meetings at least once monthly
 - Represent and promote LCAN at public events, tabling, conferences, etc.

3) ADMINISTRATION AND COMMUNICATIONS FOR LCAN (+/-5 hours/week)

Work alongside the LCAN Board of Directors to execute administrative and public-facing communications projects for LCAN. Duties to include:

- Collaborate with the LCAN Board of Directors to ideate, create, and publish once-weekly posts on LCAN's social media platforms (Instagram, Facebook)
- Work with the Board of Directors to produce a quarterly email newsletter for LCAN membership in MailChimp
- Check, monitor, and respond to LCAN's email: info@landercan.org
- Update and maintain LCAN's website, landercan.org, as well as the Mailchimp email list
- Organize and maintain LCAN's Google Drive
- Assist with LCAN fundraising initiatives
- Manage LCAN's Challenge for Charities (C4C) participation: attend the yearly kickoff meetings and check ceremony; ensure LCAN meets the volunteer requirements; draft, write, and send thank you letters to donors
- Produce LCAN marketing materials such as pamphlets, stickers, mailers, when needed
- Ensure LCAN's 501(c)(3) paperwork is properly submitted in collaboration with LCAN treasurer, as well as renew LCAN's annual registration with state as Wyoming nonprofit
- Report once every two weeks to the Board of Directors president with a with list of tasks executed during that pay-period

QUALIFICATIONS AND SKILLS

The ideal candidate will have a strong environmental science and/or energy efficiency background and will be able to bring both technical knowledge of greenhouse gas emissions reductions and climate change, as well as strong communication and organizational skills. They will also be self-driven, organized, and capable of working independently and with minimal supervision. The contractor will be expected to work independently on their own projects and enjoy taking the lead on their own ideas. This position will not rely upon direct mentorship or oversight. Due to the close working relationships and coordination that is needed between LCAN

and E&E Task Force, we are asking that applicants for this position be based in Lander. The Lander Climate Action Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

TIMELINE

This independent contractor will be hired through the end of 2025. We anticipate opportunities for future work depending on funding availability. The start date for this position is flexible, but would ideally begin in June 2024.

SUBMISSION REQUIREMENTS

Interested applicants should submit the following materials to info@landercan.org by June 1st or until the position is filled.

1. Cover letter
2. Resume or CV indicating work experiences, education, and relevant skills
3. Two professional references

For additional questions, please contact Ariel Greene at info@landercan.org or (307) 332-1313.