

Job Title:	Air Resources Associate, Clean Air Initiatives	Open Competitive Recruitment
Position Opens:	September 6, 2018	
Position Closes:	September 21, 2018, 4:30 p.m.	
Annualized Salary:	\$66,636 to \$73,476 (Union Grade IV-A to IV-C) depending on skills and experience Teamsters Union Local No. 763 Relocation assistance will not be provided.	
Work Week:	38.75 Hours, Monday – Friday	
To apply:	Please e-mail your resume and cover letter to Susan Campbell at recruitment@pscleanair.org	

The Puget Sound Clean Air Agency is a regional government agency created in 1967. Our jurisdiction covers King, Kitsap, Pierce and Snohomish counties. The Agency works to protect public health, improve neighborhood air quality, and reduce our region’s contribution to climate change. We achieve our mission by monitoring air quality, sponsoring voluntary initiatives, educating people and businesses about air quality issues, and enforcing state and federal air quality laws.

Our Agency is comprised of approximately 70 staff members including: inspectors, air resource specialists, engineers, meteorologists, monitoring technicians, project managers and communications. Our operations are supported by a team of specialists, as well as IT services, human resources, legal, records management, finance and administrative staff. For more information on the Agency, please visit www.pscleanair.org. We are governed by a Board of Directors which includes elected officials from each of our four counties, a representative from the largest city in each county, and one member representing the public at large.

Also, as a part of the Agency’s strategic plan, we are deepening our commitment to equity and community engagement. We value an inclusive environment and equitable approaches to our work. We strive to be consistent yet equitable in our practices and policies, as well as in our external relationships among residents, businesses, and community partners. We also value equity, which means doing whatever it takes to ensure every person in our region has the same air-related health outcomes and benefits. The agency aims to do this while providing responsive customer service through our regulatory and monitoring work as well as partnering with communities to develop solutions through our voluntary programs.

The Agency seeks an **Air Resources Associate**. This position will support the work of the Air Quality Programs Division and report to the Manager of the Clean Air Initiatives. The Clean Air Initiatives Department advances the Agency’s voluntary programs to reduce air pollution, specifically programs to reduce pollution from wood stoves, diesel engines and other transportation sources. The work directly supports the Agency’s mission to improve air quality in the region and helps implement the strategies within Objective 1.3 of our Strategic Plan. It specifically addresses fine particles and air toxics and will include work in highly impacted communities.

Position Overview

The Air Resources Associate will contribute to the work of the following programs:

- The Wood Stove Program, which provides incentives to remove and replace old wood stoves.

- The Western Washington Clean Cities Coalition, which advances sustainable transportation strategies, such as cleaner fuels and technologies, and efficiency measures.
- The Diesel Solutions program, which seeks and administers grant funds targeting significant reductions in diesel pollution.

Specific job duties include, but are not limited to, the following:

- **Wood Stove Program.** The Associate will help implement and support this program, by:
 - Reviewing applications to the program for completeness and eligibility;
 - Recruiting participation in the program;
 - Responding to inquiries about the program from potential clients and other stakeholders;
 - Ensuring grant deliverables are fulfilled;
 - Preparing reports, spreadsheets or other materials synthesizing program information; and
 - Other duties as needed.
- **Clean Cities Coalition.** The Associate will support the coalition by:
 - Organizing events, webinars and other outreach activities;
 - Writing and editing content for Coalition newsletter, website, blog, fact sheets and other materials;
 - Building and maintaining relationships with Coalition members, stakeholders and other agencies;
 - Assisting with new member recruitment;
 - Organizing Steering Committee meetings;
 - Preparing deliverables required through the Coalition’s agreement with the U.S. Department of Energy.
- **Diesel Solutions.** The Associate will support fulfilment of grant deliverables by:
 - Reviewing and tracking status of grant deliverables, as needed;
 - Helping process invoices; and
 - Identifying and communicating with prospective partners for future grant opportunities.

General job duties include, but are not limited to:

- Working closely with team members across departments and divisions within the Agency.
- Maintaining professional relationships with counterparts in other agencies, jurisdictions, or industries in order to successfully implement the grant program.
- Interpreting and communicating technical and policy information clearly and provide assistance to a variety of internal and external audiences and customers.
- Representing the Agency at public meetings and events.
- Providing technical or general assistance to internal and external customers. This will include conveying technical information to non-technical audiences and potentially dealing with controversy over some emission reduction approaches.

Skills and Abilities

The ideal candidate will possess:

- Understanding of how the project work helps implement Agency strategic directions and attain Agency goals, objectives and long-term vision.

- Project management experience demonstrating the necessary knowledge to see a project from conception to completion.
- Experience organizing events, meetings, workshops and webinars.
- Demonstrated ability to implement emission reduction programs and projects.
- Proven ability to successfully meet tight deadlines and high quality standards.
- Willingness and ability to learn new skills and to stay current with evolving pollution reduction strategies and policy.
- Demonstrated excellent written, verbal and presentation skills suitable for interaction with internal and external technical and non-technical colleagues, stakeholders, partners, contractors, and consultants.
- Strong interpersonal skills.
- Highly developed organizational skills, including attention to detail and accuracy.
- Proven ability to work successfully under tight deadlines and meet high quality standards.
- Proven sound judgment and problem-solving skills, including developing solutions to project-related problems and issues.
- Demonstrated skill working collaboratively with diverse organizations and individuals, creating and maintaining strong relationships with them, and persuading others to take action.
- Knowledge and understanding of Title VI of the Civil Rights Act and how it applies to the Agency's work.
- Proficiency with Microsoft Office suite software.

Education and Experience

Candidates may have any combination of education and experience which provides the knowledge, skills, and ability to effectively and completely perform the job.

- 3-5 years relevant work experience.
- Education: Bachelor's Degree in engineering, physical or environmental sciences, social sciences, communications, policy or other relevant field.
- Grant certification training and/or project management certification training are desired.
- Experience in an environmental agency or organization, or working on air quality issues desired.

Benefits

The Agency provides an attractive benefits package which includes:

- Medical, dental and vision insurance
- Employees may also elect to participate in the Agency's 125 Plan, Section 105
- Employer paid public transit within the Agency jurisdiction
- 10 paid holidays scheduled throughout the year plus 2 floating holidays
- Sick leave and vacation leave accrual
- Employee Assistance Program (EAP) – the EAP provides a free confidential resource outside the workplace for full-time employees and immediate family members
- Life Insurance - employer paid term life insurance equal to the employee's annual salary
- Short Term Disability
- Long Term Disability
- Tuition Assistance