



Sustainability Programs Project Specialist

INCOG, the Metropolitan Planning Organization for the Tulsa area, is seeking qualified candidates for the position of Sustainability Project Specialist. The selected candidate will work with a variety of INCOG's programs including but not limited to the Air Quality and Clean Cities Programs, and various projects and activities within these programs.

Ideal candidates have familiarity with sustainability and environmental policy issues relating to intergovernmental relations and public policy and have (or demonstrate ability to quickly learn) a functional understanding of technical issues related to ambient air quality, clean transportation technologies, energy efficiency, electric vehicles, and/or smart cities and emerging mobility technologies.

Candidates should have strong research and writing skills to assist with various ongoing local, state and federal Air Quality and Clean Cities reporting requirements, and additionally assist with the development of grant proposals. Experience with federal and state grant funding, proposal writing, and program management is preferred but not required.

This position will assume the communications, marketing and outreach responsibilities for INCOG's Air Quality, Ozone Alert, Commercial Property Assessed Clean Energy Financing, and Tulsa Area Clean Cities programs, including the management of websites and social media accounts. Candidates will demonstrate ability to develop and implement media campaigns, develop marketing outreach materials, coordinate stakeholder meetings, public media events and effectively communicate with diverse groups of public and private professionals.

Candidates shall also have experience with or be able to accomplish and/or assist with the following:

- Developing and implementing strategic plans and programs;
- Research, evaluation and analysis of regulatory and technical data, and the ability to effectively translate and communicate those results in various formats to diverse audiences;
- Grant and financial management
- Excellent computer skills including Microsoft Office and Adobe Creative Suites;
- Website development and management;
- Planning, development and implementation of public outreach media materials and campaigns;
- Planning and hosting workshops, meetings, conferences and public outreach events;
- Facilitating program stakeholder growth and engagement;
- Grant writing;
- Public speaking;
- Managing multiple social media accounts.

Candidates should possess a bachelor's degree or higher in environmental policy, urban and regional planning, or public administration, or a related field and relevant work experience of at least 3 years, or advanced degree in lieu of work experience.

Working environment is primarily indoors in an office setting. Will require time working with program stakeholders outside of the office both during and outside of normal work hours.

To apply please submit resume and cover letter to: INCOG Personnel Director, 2 West 2nd Street, Suite 800, Tulsa, Oklahoma, 74103-3123 or email to: incog@incog.org.