



Seven Generations Ahead Job Posting

Position: Sustainability Program Associate – Entry Level Position

I. The Job

The Sustainability Program Associate position will provide support across a variety of SGA projects and programs, including our work to advocate for statewide food scrap composting and food recovery through the Illinois Food Scrap Coalition and the Wasted Food Action Alliance; implementation of a two-community sustainability plan through our PlanItGreen project; support for our Zero Waste Schools program, event planning through our GreenTown conference; and program management of our It's Our Future program designed to equip youth to advocate for climate solutions. The position will incorporate research, event and forum production, project implementation support, and other related tasks. As with all SGA staff, the position will also support general SGA organizational events and functions. The full-time position will specifically prioritize the following work tasks:

1. Meeting participation, research, minutes, and project work related to PlanItGreen, GreenTown, and It's Our Future (25% time)
2. Project and program implementation support for SGA's Zero Waste Schools (25% time)
3. Project work related to wasted food reduction, food scrap composting and food recovery (50%)

II. Qualifications

Undergraduate degree with some background in sustainability. Good content knowledge across multiple sustainability topic areas.

III. Skills and Competencies

- Problem-solver
- Self-directed
- Ability to manage multiple tasks
- Ability to collaborate with partner organizations
- Respectful, engaging and professional communication style
- Strong writing skills
- Computer and information management skills
- Strong relationship builder
- Positive attitude
- Strong time management
- Organized
- Detail-oriented
- Ability to maintain flexible work schedule

IV. Compensation

- A. Pay based on an annual salary of \$30,000 + \$2,500 medical benefits stipend (total compensation = \$32,500).
- B. Ten (10) days of paid vacation.
- C. All SGA paid holidays (10) within contract timeframe.
- D. Eight (8) personal days.
- E. Other benefits as included in SGA's Personnel Policy Manual.

V. Contract Time Frame and Evaluation

Initial one-year contract (September 1, 2019 – August 31, 2020) with opportunity to continue. Three, six and twelve-month evaluation dates.

VI. How to Apply

Submit cover letter and resume to gary@sevengenerationsahead.org by August 16, 2019.

Include 2 professional references with contact information.