



## Job Description

Town of Philipstown  
P.O. Box 155  
Cold Spring, NY 10516

**Start Date:** January 1st, 2021

**Position:** "Philipstown Climate Smart Coordinator"

**Type of Position:** Independent Contractor

**Stipend:** \$8,200 per year (based on 2020 stipend)

**Time Commitment:** Approx. 5 hours per week (\$30 / hr)  
Potential additional hours from NYS grant funding

### The Ideal Candidate has:

- Experience with project management and coordination
- Experience facilitating task forces, committees and / or working groups
- Experience managing documents via Google Docs
- Knowledge of climate and sustainability topics
- Community connections within Philipstown
- Experience with public speaking and leading public presentations

### Coordinator Responsibilities:

#### Chair the Climate Smart Task Force

- Coordinate monthly Task Force meetings, take meeting minutes, delegate responsibilities and recruit new members when necessary.
- Make quarterly program update presentations to the Town Council at Town Board meetings.

#### Manage Climate Smart Actions

- Review official Climate Smart Certification Actions, plan points needed for certification levels in collaboration with Town Council and Task Force, track all actions and organize required documentation, submit documents as certification actions are completed.
- Assist Town in pursuing possible grants for Climate Smart projects.

**If interested, please send resume and cover letter to**  
[townclerk@philipstown.com](mailto:townclerk@philipstown.com)