



## ENVIRONMENTAL PROTECTION DIVISION

LORI CUNNIFF, DEPUTY DIRECTOR  
Community, Environmental & Development Services Department  
800 Mercy Drive, Suite 4  
Orlando, Florida 32808  
(407) 836-1400 • FAX (407) 836-1499  
[www.ocepd.org](http://www.ocepd.org)

**Title:** **Sustainability Specialist**

**Position Type:** On-call Professional

**Organization:** Orange County Government, Environmental Protection Division

**Location:** EPD Offices  
800 Mercy Drive, Suite 4  
Orlando 32808

**Closing Date:** Subject to Close Without Notice

**Hours:** Variable hours, typically within the 9am-5pm time range (total hours not to exceed 1,200 per fiscal year)

**Salary:** \$20.00/hour

### Qualifications:

Graduation from an accredited college or university with a bachelor's or higher degree in engineering, architecture, physical or life sciences, education, communications, marketing, urban planning, or related field.

Microsoft Office computer literacy.

### Preferences:

Prefer applicants with experience related to sustainability, energy conservation, renewable energy, water conservation, waste minimization, environmental protection, or economic development. Experience with community based social marketing or other marketing and educational programs is a plus. Strong verbal and written communication skills are required. LEED credentials, Certified Energy Manager, experience with FGBC or USGBC certification programs or similar is preferred. Course work, other training, or experience related to sustainability, energy management, design and operation of building mechanical systems, green building design, water conservation, pollution prevention, and waste minimization are also beneficial.

### Duties Include:

1. Implementation of programs and initiatives to promote sustainability in Orange County within the community, as a whole, and county government operations:

- Assist with implementation of Orange County's community sustainability plan. Examples include developing and implementing a building benchmarking and disclosure policy and workplace and neighborhood sustainability challenges.
- Provide administrative support to Orange County's internal Sustainability Steering Committee and external Sustainability Advisory Board, including preparation of meeting agendas, minutes, etc.
- Assist in tracking metrics that measure local government and community progress toward sustainability goals and targets; compile summary of progress on sustainability strategies; and take the lead for preparing annual sustainability progress reports.
- Assist in developing and implementing communications plans related to sustainability. Develop content for various websites, social media, and print materials geared toward promoting energy efficiency, renewable energy, and sustainability.
- Assist in overseeing grants related to sustainability, renewable energy and energy efficiency and assist in preparing grant applications to obtain additional funding for future efforts.
- Collaborate with student interns and other staff on sustainability initiatives.
- Make presentations to the public on sustainability and energy related topics.

- Research, keep abreast of, and help promote various financial incentive programs related to sustainability, energy efficiency, and renewable energy.

2. Implementation of programs and initiatives to promote energy efficiency, renewable energy use, and energy conservation within the commercial sector in Orange County:

- Assist with development and implementation of voluntary community energy efficiency initiatives, incentives, and recognition programs for the commercial sector as an active participant in the Central Florida Energy Efficiency Alliance on behalf of Orange County.