

# Work Green

## Position Announcement Sustainability Consultant

Madison Environmental Group, Inc. is seeking an ambitious, creative, passionate sustainability consultant to add value to our growing mission-driven team.

Sustainability consultant responsibilities:

- Develop and deploy strategic sustainability plans for organizational clients (e.g. businesses, institutions, municipalities, etc.). Plan and facilitate visioning sessions, eco-charrettes and workshops. Research and develop attractive alternatives and creative solutions to address the triple bottom line aspects of ecological, social and economic sustainability. Work with the vice president to develop this line of business in new geographic markets.
- Manage EnAct, Madison Environmental Group, Inc.'s community outreach program. Work with the vice president to develop and deploy a strategy to extend the program throughout Wisconsin and possibly beyond. Develop and maintain relationships with business and community partners in support of the program. Work with the project assistant/EnAct coordinator to promote the program at various community-based events.
- Work with the consulting team as needed on green building, greenhouse gas assessment, or other consulting projects. Help with plan development, site visits and reporting, LEED or other green building protocols compliance management, data management and program registrations and submittals.

Qualifications:

- Masters degree in a relevant field and a minimum of 3 years professional experience required.
- Strong knowledge of environmental science and organizational sustainability with experience applying academic theory to practical solutions. She or he must have interdisciplinary research skills and a good head for business.
- Exceptional communication skills—listening, speaking and writing.

Qualities:

The ideal candidate will be open and caring, spirited and entrepreneurial, a critical thinker, and a life-long learner. She or he should model sustainable actions and be a proven practitioner of continuous improvement. Must be a flexible multi-tasker, willing to travel.

Madison Environmental Group, Inc. offers good benefits and the opportunity to work in a green, open and welcoming downtown office setting. We work hard and celebrate often.

Qualified candidates should submit a cover letter and resume by noon on May 9, 2008. Please send via email to Kathryne Auerback, VP, at [kathryne.auerback@madisonenvironmental.com](mailto:kathryne.auerback@madisonenvironmental.com) and copy to Sonya Newenhouse, President, at [sonya@madisonenvironmental.com](mailto:sonya@madisonenvironmental.com). Initial interviews will be conducted on May 14 and 15. Second round interviews, including a required presentation to staff, will be conducted May 20 and 21. Anticipated start date in early June.

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## Position Announcement Project Assistant

Madison Environmental Group, Inc. is seeking an energetic, creative, passionate project assistant to support our growing mission-driven team. This is initially a part-time position, 20 – 30 hours per week, possibly transitioning to full-time within 9 – 18 months.

Project assistant responsibilities:

- Coordinate EnAct, Madison Environmental Group, Inc.'s community outreach program. Work with the program manager to promote the program at various community-based events. Facilitate EnAct teams, coordinate data collection and reporting. Assist program sponsors and non-profit community partners in support of the program.
- Support our consulting team as needed on organizational sustainability, green building, greenhouse gas assessment, and other projects. Perform a wide variety of tasks such as data collection, secondary research, and green materials sourcing.
- Provide communications assistance including basic level graphic layout and design, document formatting and design, and proofreading.
- Plan and coordinate various Madison Environmental Group, Inc. events, such as our annual Earth Day celebration and our upcoming 10<sup>th</sup> anniversary celebration.

Qualifications:

- Bachelor's degree and a minimum of 2 years relevant work experience required.
- Experience in community outreach as well as a strong business sense.
- Exceptional communication skills—listening, speaking, and writing.

Qualities:

The ideal candidate will be energetic and outgoing, self-motivated and interested in life-long learning. She or he should model sustainable actions and be a proven practitioner of continuous improvement. Must be a flexible, detail-oriented multi-tasker. Hours include periodic evening and weekend events. Some regional travel may be required.

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Qualified candidates may submit a cover letter and resume by noon on May 27, 2008. Please send via email to Kathryn Auerback, VP, at [kathryne.auerback@madisonenvironmental.com](mailto:kathryne.auerback@madisonenvironmental.com) and copy to Sonya Newenhouse, President, at [sonya@madisonenvironmental.com](mailto:sonya@madisonenvironmental.com). Initial interviews will be conducted June 5 and 6. Second round interviews will be conducted June 9 and 11. Anticipated start date in July.