



# Program & Event Coordinator

## About SBR

The Western New York Sustainable Business Roundtable (SBR) is a collaborative group of 75+ member organizations across the Western New York region that aim to integrate sustainability into their organizations to benefit staff, the environment, and their bottom line. Member businesses across industries, and in both public and private companies, commit to establishing and implementing business practices and principles that optimize use of energy and materials, reduce waste and pollution, and enhance community investment. As a 501(c)3, SBR provides networking and educational programming to support regional businesses in setting and achieving sustainability targets.

## Your Position With SBR

SBR seeks a motivated, highly organized Program & Event Coordinator to manage, develop, and coordinate SBR's educational and other programmatic offerings. The Program & Event Coordinator will work closely with SBR's education committee to identify relevant sustainability topics, recruit speakers, and coordinate SBR's monthly educational events. The Program & Event coordinator will provide integral support to the Executive Director to develop and plan SBR's two large annual events: the Annual Meeting and the Sustainable Business Summit. In alignment with SBR's strategic goals, the Program & Event Coordinator will also be responsible for developing new programmatic offerings designed to enhance member education and benefit. The selected candidate will also support & enhance SBR's outreach and engagement tailored to small and disadvantaged businesses, as well as Minority and Women Owned Business Enterprises (MWBE).

The Program & Event Coordinator will provide support to SBR grants and other contractual commitments, including implementation of SBR's subcontractor role in the New York State Energy Research and Development Authority (NYSERDA) Regional Clean Energy Hub (Hub). The successful candidate will organize employee engagement activities and collaborate with Hub subcontractors and partners to connect member businesses and employees located in New York State Disadvantaged Communities to WNY Hub clean energy information and services.

The Program & Event Coordinator will provide ad-hoc support to SBR committees, the Communications & Engagement Coordinator, and the Executive Director as needed. This full-time position is funded for four years with potential for renewal. This position is remote; however, the selected candidate must be able to attend in-person events in the Buffalo-Niagara region.

## Responsibilities

- Lead SBR educational programming and business engagement activities
- Coordinate educational events and workshops with communities and businesses
- Identify and develop potential new programmatic offerings for member businesses
- Increase small, MWBE membership through tailored programming
- Conduct research and disseminate results information to support SBR strategy, programming, and project deliverables
- Conduct current and future grant implementation and reporting

## Qualifications & Experience

- Background in sustainability, climate, planning, environmental management, or social justice
- Experience with event planning and logistics
- Robust engagement and outreach skills
- Strong relationship building skills
- Strong professional writing and editing skills
- Highly organized, with exceptional attention to detail and time management
- Highly collaborative and adept at working well in a team environment
- Ability to engage on sustainability topics across regional businesses of various sizes and industries, and at all levels (resident, employee, leadership)
- Ability to collect, track, and analyze data, and synthesize into reports
- Ability to work autonomously, balance multiple deadlines and deliverables, and adapt to changing circumstances
- Experience with Google applications such as Drive, Docs, Sheets, Slides, etc.
- *Preferred Experience:* 2-5 years direct involvement working with communities or businesses; particularly those in Western New York

**Compensation:** \$45,000 - \$50,000, full-time

**Desired start date:** May 1, 2023

## How to Apply

If you are interested in applying, please send your resume and cover letter to [alex@wnysustainablebusiness.org](mailto:alex@wnysustainablebusiness.org) with "Program & Event Coordinator position" in the subject line. We look forward to hearing from you.

*SBR is an equal opportunity employer. We encourage applications from individuals who are impassioned contributors to our efforts to build and support a diverse, equitable, and inclusive workforce. Women, people of color, LGBTQ people, and others with life experiences that speak to this mission are strongly encouraged to apply. The diversity we seek includes, but is not limited to, race, religion, ethnicity, sex, gender identity, sexual orientation, socioeconomic circumstance, geographic background, ability and disability, veteran status, political ideology, and age.*