

Job Description

Associate 1 / Water Sustainability

Opportunity

EI is hiring an Associate 1 to join our Water Sustainability team. This is a great opportunity for a mission-driven individual who is interested in playing a key role in helping the County of San Diego and Orange County implement innovative programs to increase water use efficiency.

- Do you want to work with an innovative and collaborative team achieving on-the-ground impact in Southern California and the West?
- Are you solution-oriented and ready to directly help members of the public, property owners, and EI's municipal clients take steps to measurably advance California's climate resilience?
- Are you culturally sensitive and ready to help underserved communities benefit from and shape environmental programs?

Purpose and Need

In the role of Associate 1 on the Water Sustainability team, you will be responsible for supporting project implementation teams with technical and administrative aspects on multiple existing projects. You will primarily support our work in San Diego and Orange County to implement innovative residential and commercial incentive programs that are significantly improving regional water supply sustainability and water quality. You will have the opportunity to work directly with the public, property owners, and supply chain stakeholders using excellent 1:1 communication and public speaking skills to convince and assist property owners to make sustainable upgrades to their properties with some financial help. You will manage and improve program trackers and tools that support a pipeline of projects and incentive payment processing. You will provide high-quality and responsive support to a range of EI's water quality and efficiency clients and partners as you meet a set of key project coordination responsibilities. Finally, you will provide coordination and administrative support to internal initiatives and processes include business development, marketing and website updates, meeting planning and delivery, reporting, office and supply management, and implementation of EI's annual strategy.

This position is the first step on EI's professional track and provides the opportunity for a motivated fast learner to build their skills in program management, project delivery, and client engagement. This position reports to a Team Lead in EI's Water Sustainability practice. The successful candidate will possess knowledge, skills, abilities, and experience to independently carry out tasks with high quality and exceptional service, using sound judgment and leveraging the guidance of senior staff effectively.

This position is based in EI's Encinitas, California office.

About Environmental Incentives

At Environmental Incentives, [our purpose](#) is to create the conditions for human and natural communities to thrive. We do this by helping our clients improve the performance of conservation and development programs. Our clients trust us to design and support implementation of innovative programs that (1) use evidence to develop pragmatic strategies within complex systems, (2) center local stakeholder experiences and facilitate collective action, and (3) produce results that support learning about what works.

Environmental Incentives is a Public Benefit Corporation and a certified B Corporation.

Responsibilities

- Help plan, develop content, deliver, and follow up public or client meetings, webinars, and outreach events, such as rain barrel distribution workshops.
- Lead 1:1 interactions with members of the public through email communications, phone consultations, and in-person consultations that help them build their enthusiasm for and solve problems they encounter in designing and implementing rainwater harvesting and landscape upgrade projects.
- Assist in maintaining project and program trackers and tables, including the deliverables tracker, financial management tracker, approvals trackers, etc.
- Assist in conducting research, knowledge management, data management, and work process management in the development of client products.
- Provide technical support in collecting, synthesizing, managing, and reporting data on program or project implementation, including quantitative and qualitative data.
- Participate in the formatting and editing of deliverables, ensuring EI and client program branding and high-quality visuals are incorporated.
- Serve as primary point of contact on administrative support and coordination, both across the team and with other teams in EI.
- Provide meeting support, including coordinating logistics, preparing meeting materials, preparing minutes and actions, and/or coordinating follow-up.
- Support event planning, both internal and external, including booking space and catering, managing invitations, and supporting all aspects of successful delivery and follow up.
- Support with project administrative functions of project startups and closeouts as required.

Qualifications

Minimum Qualifications

- Bachelor's degree and three years of relevant experience or a Master's degree and one year of relevant experience.
- Demonstrated success supporting public- and client-facing project implementation.
- Demonstrated experience contributing to multiple projects and managing multiple tasks.
- Experience providing administrative, communications, and technical support to multiple team members, consultants, clients, and stakeholders.

Preferred Qualifications

- Experience with event planning, including meetings, webinars, and virtual meetings.
- Experience in project management procedures for planning and implementing projects, and for supporting with travel, event coordination, and other logistical and administrative functions of projects.
- Experience in stormwater, water use efficiency, water quality, and other water resource issues.
- Experience with communications, social media management, marketing, and sales, including tools such as Canva, InDesign, and CRM systems.
- Cross cultural competence and experiences working with diverse cultures.

Knowledge, Skills, and Abilities

- Ability to multitask, meet urgent deadlines, and adapt to changing priorities.
- Ability to independently solve operational problems and evaluate options based on relevant information, resources, well-rounded experience, and knowledge.
- Ability to collaborate with, listen to, respect, and celebrate the contributions of others, including others of different cultural backgrounds.
- Highly organized with excellent verbal and written communication skills, as well as strong facilitation and copy-editing skills.
- Willingness to be available outside of regular office hours for landowner calls and other time-sensitive tasks.
- Advanced to expert knowledge of MS Office suite (particularly MS Word, Teams, PowerPoint, and Excel) and Google Suite (Gmail, Calendar Google Drive/File Stream, Sheets, Docs).

Additional Requirements

- Legally authorized to work in the United States with no restrictions.
- Criminal background check required.

BASE STATION

This position will be based in EI's office in Encinitas, California. Environmental Incentives' hybrid work model requires employees to work in the office at least two days per week.

COMPENSATION AND BENEFITS

The starting salary range for this position is \$69,000 - \$74,000

Environmental Incentives also offers a competitive benefits package that includes:

- 100% employer-funded medical, dental, long-term and short-term disability, and life insurance for employees, and the option to enroll in supplemental life insurance.
- Highly competitive 401k contributions that start on day one of your employment. Did we mention we offer environmentally responsible investment options?
- Generous vacation, holiday, and sick time. You'll also get paid time off opportunities each year to vote and volunteer at a charity of your choice!

How to Apply

Please submit a CV and short cover letter demonstrating your interest in the position to careers@enviroincentives.com with “Associate 1/Water Sustainability” in the subject line.

Please submit your application immediately! On a rolling basis, we will review CVs and contact qualified candidates for additional information.

Environmental Incentives is an Equal Opportunity Employer

We are committed to developing an inclusive work environment for all employees, where diversity of thought, style, culture, and skill is valued in support of individual performance and potential, as well as our business goals and purpose. We prohibit and stand against discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. EI participates in E-Verify.

Reasonable Accommodation

Applicants with disabilities may contact Environmental Incentives coordinators via telephone, e-mail, and other means to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact Human Resources at hr@enviroincentives.com