



ENVIRONMENTAL CONSULTANT

Position Summary

Short term (10-12 weeks) consulting opportunity to work on projects generated by The Pittsburgh Foundation's Green Team. \$12 per hour. 37.5 hours per week.

Essential Duties and Responsibilities

- Conduct comprehensive scan of consumption, waste, recycling and sustainability opportunities at The Pittsburgh Foundation offices.
- Gather information, conduct research and analyze data on methods and incentives to reduce consumption, reuse and recycle in an office environment.
- Provide advice and information to improve the sustainability of the Foundation's day-to-day operations.
- Develop guidelines and best practices for sustainable meeting and event planning, including catering guidelines to share with vendors.
- Document and synthesize findings into clearly written informative summaries, fact sheets, presentations and reports.
- Provide recommendations to TPF and PPG Place property manager on best practices and possible systems changes to increase efficiencies.
- Support analytical tasks such as sustainability metrics tracking and analysis efforts.
- Respond to day-to-day requests, providing information and advice and ensure that issues are properly addressed.
- Organize, lead and manage meetings, workshops, trainings, task forces and committees dedicated to sustainability.

Key Skills and Experience

- Bachelor's in environmental studies preferred, or related work experience.
- Experience working on green, sustainability, and/or natural resource management issues.
- Demonstrated experience in zero waste initiatives.
- Strong verbal and written communication skills and demonstrated ability to communicate complex issues clearly using simple, commonly accepted language.
- Attention to detail and quality of final work product.
- A sense of humor.

To Apply

Interested candidates should submit resume and cover letter to jobs@pghfdn.org.

No phone calls please.

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COMMITTED TO DIVERSITY AND INCLUSION.

About the Foundation

Established in 1945, The Pittsburgh Foundation is one of the nation's oldest community foundations and is the 14th largest of more than 750 community foundations across the United States. As a community foundation, our resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh community. The Foundation has approximately 2,000 individual donor funds and, together with its supporting organizations, assets of over \$1.2 billion. Grantmaking from the funds benefits a broad spectrum of community life within Pittsburgh and beyond with over 2,000 grantees receiving funding annually. The Foundation typically awards grants of more than \$40 million each year. Grantmaking from the Foundation's discretionary funds leverages a broad range of resources and enables the Foundation to be an important change agent for the region. Approximately 85% of all grantmaking dollars stay within the Pittsburgh region.