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**Sustainability Coordinator**

**Maloney Properties LLC – Voted “Best Place to Work” by our employees for 10 years!**

**Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.**

Maloney Properties’ Facilities Department is seeking a Sustainability Coordinator to lead our continued efforts at reducing energy use, eliminating carbon emissions and minimizing the environmental impact of the properties we manage. This is an exciting opportunity for an individual with a passion for data and strategic focus looking to make a difference. The work hours are 8:00am to 4:00pm, Monday to Friday. While this is a remote-based role, this position will require periodic travel and/or in-office presence.

**Job Duties and Responsibilities:**

The duties and responsibilities of the Sustainability Coordinator will include:

* Adding properties to utility tracking databases and/or platforms, including research, data collection and submittals.
* Accessing, tracking, analyzing and reporting on utility usage and costs via external web sites and databases.
* Interacting with utility companies and outside agencies to ensure continuous and accurate data.
* Coordination and oversight of energy reporting requirements for city, state, and federal agencies (e.g., HUD, BERDO, BEUDO, Mass DOE) to ensure compliance with all regulations.
* Coordinate LEAN Energy Efficiency Projects (or similarly funded measures) and monitor/track progress.
* Report on site programs and conservation measures (targeted and achieved).
* Developing site staff and resident educational programs to increase conservation awareness and promote sustainability initiatives.
* Provide support to site sustainability and decarbonization goals, specific to energy, water and waste programs, collaborating with team members as needed.
* Seek opportunities to expand knowledge of conservation measures and opportunities as technologies and programs develop. Assist in implementing strategies.
* Research, identify, and acquire potential funding and grant opportunities to support sustainability initiatives.
* Other duties as may be assigned.

While this is a remote-based role, this position will require periodic travel and/or in-office presence.

**Your Qualifications:**

Previous facilities sustainability experience is preferred. Qualified candidates will have previous experience overseeing multiple projects. Excellent communication and writing skills are required to effectively document schedules, analysis and funding. Proficiency with Microsoft Office Suite is required, with a strong knowledge of Excel. Yardi experience is also beneficial. A valid driver's license and access to a vehicle are required. Candidates must reside in a state that we operate in which are MA, RI, NH, VT.

**Compensation & Benefits:**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

**About Us:**

Established in 1981, Maloney Properties LLC is a successful real estate firm. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We attribute our success to the effective working partnerships we create with clients and staff. MPI has a unique culture that enables us to attract and retain the best talent and finest professionals in the industry. We are a company with a human focus, and we feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development, and training. Maloney Properties is an Equal Opportunity Employer.

**You may submit an application using the link below. We look forward to hearing from you.**

[**https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=640011**](https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=640011)