



## **Position Summary: Sustainability Associate (Spanish-Speaking)**

Michigan Sustainable Business Forum promotes business practices and public policy that advance climate leadership, social justice and the creation of a circular economy. We provide education, resources and opportunities for collaboration and civic engagement to businesses and institutions in Michigan, while working to create regional and statewide networks that facilitate collective leadership and equity through a mutually beneficial flow of information, expertise, and resources.

The Sustainability Associate (Spanish-Speaking) is a new position that provides strategic and tactical leadership for the Forum's Equity Program, which provides a mechanism for businesses and institutions to work alongside under-resourced populations and communities of color to address historically disparate impacts affecting members of these communities due to public policy or market-based actions. The Sustainability Associate will work to decrease barriers to participation in sustainability and sustainable business for diverse groups by providing education and technical assistance to Spanish and English-speaking community and business leaders, and collaborating with community-based organizations and other stakeholders to improve economic and environmental outcomes through education, advocacy or other action. They will also support the Equity Program on other projects as required, such as facilitation of the "Low-Income, Disadvantaged Community" workgroup for the West Michigan Climate Action Plan.

The ideal candidate will be an enthusiastic advocate for the adoption of sustainability practices among small to medium-sized businesses, especially foodservice, with an understanding of common barriers and concerns. They will have an interest in advancing a more equitable and sustainable food system, improving equity outcomes for heavy industry, and a strong desire to support and serve immigrant, migrant and other under-resourced communities in West Michigan and across the state.

Michigan Sustainable Business Forum is a DBA of West Michigan Sustainable Business Forum.

### **Essential Duties and Responsibilities**

- Build and maintain relationships with BIPOC business leaders and other stakeholders from diverse industries and communities.
- Plan and implement training, presentations, meetings, and other events using presentation and facilitation best practices, in Spanish and English. Design and implement program evaluations as appropriate.
- Work with restaurant and foodservice professionals to advance sustainability practices in their organizations, especially recycling, composting and food waste prevention.

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- Work with food businesses and community stakeholders to support migrant and immigrant labor through improved business practices or public policy.
- Craft educational and promotional materials in Spanish.
- Serve as a spokesperson to Spanish-language media.
- Serve as an interpreter and translator in support of Forum operations.
- Work with a diverse community of businesses, institutions, industry partners and community stakeholders to promote a mutually beneficial flow of knowledge, expertise and resources.
- Conduct outreach to business and institutional leaders and community stakeholders, working to co-create projects and programs that support the strategic goals of the organization to eliminate carbon emissions, advance a circular economy, and promote social and environmental justice.
- Provide capacity support and business representation to industry and community coalitions. Participate in community and industry events.
- Monitor grant and program progress by tracking data and generating reports.
- Align program activities and work priorities with strategic goals and grant outcomes.
- Support organizational communications, fundraising and membership development.
- Develop expertise and be recognized as a resource in common sustainability issues.

### Preferred Qualifications

- Proficiency in Spanish and English is required.
- Excellent communication and writing skills.
- Excellent cultural and emotional intelligence.
- Current knowledge of or ability to learn intermediate to advanced concepts, practices and procedures used in:
  - Common sustainability programs, such as recycling, product donation and climate leadership, especially in restaurants and other food businesses.
  - Delivery of technical support to small to medium-sized businesses, especially to restaurants..
  - Advocacy for immigrant and migrant communities, especially those working in the food system and those living or working in “low-income, disadvantaged communities” in West Michigan..
  - Promotion of justice, equity, diversity and inclusion within a professional or community setting, especially concerning under-resourced communities and environmental justice.
  - Authentic engagement and co-creation with community partners..
  - And corresponding regional issues and institutions.

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- Ability to:
  - Provide education and technical assistance to business owners and community organizations, in Spanish and English.
  - Perform outreach to business and community stakeholders through all available means.
  - Manage project tasks independently, maintain a timeline of deliverables, and host committee-like functions.
  - Conduct surveys, interviews and secondary research on key issues.
  - Travel throughout West Michigan (25%) and Michigan (5%) for meetings and events. Most duties will be performed remotely (70%), but candidates should be based in West Michigan.
  - Work effectively with people from diverse racial, ethnic, class, age, gender, and sexual orientation backgrounds.
  - Ability to work occasional nights and occasional weekend engagements.
- Experience working collaboratively with staff, team members, and partners.
- Comfort working in a small organization.
- Proficiency in Microsoft Office and Google Workspace products.

### Compensation and Details

This is a full-time position. The target starting salary for this position is \$61,000. Benefits include 100% coverage of health insurance for employees and partial coverage for eligible family members; HSA stipend, 100% coverage of dental and vision for employees and eligible family members; IRA with a 3% employer match; technology stipend, and unlimited paid time off that includes time off for the last two weeks of the calendar year. We offer support for remote work, professional development, and a driven, highly collaborative, supportive work environment, with opportunity for rapid advancement of authority, responsibilities and industry prominence.

**Title:** Sustainability Associate (Spanish-Speaking)

**Schedule:** Full-time

**Office Schedule:** 9 am – 5 pm Flexible

**Reports to:** Executive Director

**Pay Scale:** \$55,000 to \$63,000

### Directions to Apply

Applicants should apply online at [wmsbf.org/employment](http://wmsbf.org/employment) with a thoughtful cover letter and resume. Applicants should be prepared to provide writing samples prior to the first interview.

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Candidates encouraged to apply by April 29. Early applicants will be contacted for interviews beginning the week of April 15. Position will remain open until filled.

Michigan Sustainable Business Forum prohibits discrimination and harassment of any kind and affords equal employment opportunities to employees and applicants without regard to race, culture, ethnicity, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, protected veteran status, or any other characteristic protected by law.