



## Climate Change Business Outreach Coordinator

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### Statement of Duties

The Climate Change Business Outreach Coordinator will be responsible for identifying impacts to businesses in Rhode Island as a result of Climate Change and implementation of the Act on Climate.

### Position Functions

*The essential functions and duties listed below are intended only as illustrations of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.*

### Essential Functions

#### Business Impacts/Needs Assessments

- Identify potential climate change measures impacting some or all businesses in Rhode Island.
- Attend meetings where agenda items focus on the Act on Climate and climate change.
- Maintain awareness of climate change regulatory measures being considered locally, state-wide and nationally that impact businesses.
- Establish relationships with trade organizations, Chambers of Commerce, and business advocacy groups.
- Identify incentives available to RI businesses resulting from climate change initiatives.

#### Business information

- Gather materials developed by interested parties which help to define the impacts to businesses resulting from the Act on Climate.
- Enhance existing distribution lists to ensure targeted communications are sent to relevant parties impacted by the Act on Climate.
- Work with public information officers from other government agencies and quasi-public institutions to coordinate message calendars, media activity, social media amplification, and media requests to include businesses in the distributions.
- Coordinate with RI Commerce Communications team to manage content and calendar for emails, newsletters, Web sites, blogs, Facebook, Instagram and Twitter accounts to share relevant information.

### Key Competencies

- **Written and Verbal Communications:** Writes clear, compelling, well-organized documents using appropriate vocabulary, grammar, and diction. Able to summarize complex topics.
- **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. A results-oriented “doer.”
- **Ambition:** Desires to grow in responsibility and authority.

### Professional Qualification & Preferred Skills

- Graduation from a 4-year college or university in a related field (preferred).
- Ability to self-start within a deadline-driven, fast-paced environment.
- Impeccable attention to detail.
- Ability to complete multiple concurrent tasks in an accurate, efficient, and timely manner.
- Demonstrates excellent communication, writing, and interpersonal skills.
- Some in-state travel required.

- Role will require some evening work, during legislative session (January – June) and/or for stakeholder and outreach events.

***This role is funded through a grant for a two-year term. The term may be extended contingent on continued funding.***

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*Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist. The*

*Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.*

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=654860032>