

# JOB ANNOUNCEMENT

## Energy & Environment Program Specialist

Triangle J Council of Governments  
Durham, NC  
Hiring Range: \$43,674 - \$45,000

Be part of a creative team in a dynamic & diverse region

### Who We Seek

Triangle J Council of Governments (TJCOG) seeks a Program Specialist to assist with projects that focus on commuter behavior, transportation, and air quality improvements. A positive, customer-focused orientation, an ability to deliver high-quality products in a timely manner, and an ability to be a strong contributing peer in staff and inter-agency teams is desired.

### Description of Work

The successful candidate will work with local and regional partners to promote strategies for building a more sustainable and resilient transportation system locally. The work will focus on helping to plan and convene educational meetings and events, data collection and analysis for quarterly and annual reports, and development of educational materials. The Specialist will serve as support for various TJCOG Planning Department programs, with an emphasis on the Safe Routes to School and the Triangle Clean Cities Coalition. Visit <https://www.tjco.org/programs/energy-environment%E2%80%AF>, and [www.trianglencleancities.org](http://www.trianglencleancities.org) for more information.

### Knowledge, Skills and Abilities

- General interest and enthusiasm for creating a sustainable transportation system, with an emphasis on cleaner fuels and more people-oriented transportation options
- Working knowledge of Microsoft Office and Adobe Acrobat.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
- Ability to communicate effectively in oral and written forms, and comfort with making public presentations.
- Ability to establish and maintain effective working relationships with elected and appointed public officials, clients, coworkers, and the general public.
- The ideal candidate will have knowledge of alternative transportation fuels, fuel-saving technologies, transportation demand management, and sustainability strategies.

### **Education and Experience**

A bachelor's degree in planning, environmental studies or related field is required with at least one-year professional experience in a planning-related position. Extensive, responsible internship experience with a documented record of achievement may be considered in replacement of the one year of professional experience.

### **Starting Salary & Benefits**

Hiring range: \$43,674 to \$45,000 (Salary range: \$43,674 to \$69,879)

Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible work schedules. A full list of employee benefits is [here](#).

### **Our Organization**

Providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do [here](#).

### **How to Apply**

1. Download TJCOG employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) to:  
Employment – Program Specialist  
Triangle J Council of Governments  
4307 Emperor Blvd, Suite 110  
Durham, NC 27703  
or by email to [employment@tjcog.org](mailto:employment@tjcog.org) with the subject Program Specialist.

**Incomplete application packages will not be considered. This position is open until filled with initial review of applications beginning on October 14<sup>th</sup>.**

**All employment offers will be within the stated hiring range.**

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.