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GOVERNOR

ARNOLD I. PALACIOS
LIEUTENANT GOVERNOR

COMMONWEALTH of the NORTHERN MARIANA ISLANDS
OFFICE OF THE GOVERNOR
OFFICE OF PLANNING & DEVELOPMENT



A. KODEP OGUMORO-ULUDONG
DIRECTOR

CHRISTOPHER A. CONCEPCION
DEPUTY DIRECTOR

JOB ANNOUNCEMENT

POSITION

Green Waste and Sustainability Communications Specialist, Full Time

LOCATION

Commonwealth of the Northern Mariana Islands – Office of the Governor Office of Planning and Development

CLOSING DATE

Open until a suitable candidate is identified.

SALARY

Salary will be commensurate with qualifications of the appointee.

POSITION OVERVIEW

Under the guidance of the Director of the Office of Planning and Development (OPD) and the general supervision of the Lead Planner, the employee will oversee the development and deployment of “Zero Waste” planning tools and guidance in accordance with CNMI’s Smart, Safe Growth (SSG) Guidance and goals, and in coordination with the Department of Public Works (DPW) and the Offices of the Mayors of Tinian and Rota.

DUTIES AND RESPONSIBILITIES

- Leads drafting and finalization of communications materials targeting community members, businesses, and planning stakeholders to build understanding and deployment of Solid Waste management projects in accordance with SSG planning efforts;
 - Leads “Zero Waste” training materials to support planning, and behavior change projects in close coordination with ISWMT, with a focus on public outreach and community and business engagement;
 - Drafts relevant components of quarterly grant reports and ensures timely completion of project deliverables in close coordination with ISWMT, OPD, and DPW;
 - Develops targeted “Zero waste”, Sustainable Development Goal 12, and related SSG communications and training materials for OPD and partner agencies specific to solid/zero/hazardous waste programs, including drafting and publishing blog posts, listserv notices, video, and podcasts, as well as providing regular updates and engagement in coordination with the Planning Team;
 - Supports data collection, project implementation, and compilation of planning information and local reports as well as regulatory review and revision recommendation efforts once they are initiated;
- And perform other related duties as assigned to support OPD’s mission to promote sustainable growth throughout CNMI specific to the waste programs.

REQUIRED SKILL AND QUALIFICATIONS

Strong written and oral communication skills, meeting organization, facilitation, and note-taking, computer literacy, interpersonal communication skills, proactivity, time management and critical thinking, as well as knowledge of planning processes and a background in community outreach and engagement are required. Solid Waste Industry Knowledge is preferred but not required. At minimum an Associate's Degree is required, with at least 12 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management or related studies; a Bachelor's Degree is recommended.

TO APPLY

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Kodep Ogumoro-Uludong, OPD Director (kodep.uludong@opd.gov.mp), cc Erin Derrington (erin.derrington@opd.gov.mp).

Alternatively, hard copies of all documents can be sent to Kodep Ogumoro-Uludong, Director, Office of Planning and Development, Caller Box 10007, Saipan, MP 96950.

For questions or clarifications, please contact Erin Derrington (erin.derrington@opd.gov.mp).