



# CITY OF NEWPORT, RHODE ISLAND

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>RESILIENCE ASSISTANT</b>
<b>Posting Date:</b>	Thursday, May 29, 2025
<b>Closing Date:</b>	Friday, June 13, 2025
<b>Department:</b>	Resilience & Sustainability
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"><li>• Build partnerships with municipal departments, local organizations, and civic groups to support project implementation and long-term sustainability goals.</li><li>• Facilitate community outreach and engagement events, including educational workshops, stakeholder meetings, and public forums.</li><li>• Develop and distribute informational materials to promote understanding of climate resilience, land conservation, and sustainability best practices.</li><li>• Serve as a liaison between state and municipal entities to coordinate local resilience initiatives and ensure alignment with state objectives.</li><li>• Support implementation of climate adaptation projects, leveraging existing planning tools and resilience data.</li><li>• Assist in the preparation of grant proposals and funding strategies for climate-related infrastructure projects, nature-based stormwater management solutions, energy programs, circular economy/ waste reduction, and FEMA-related preparedness/response/recovery efforts.</li><li>• Provide research of best practices on project design, permitting, and compliance with relevant federal and state regulations.</li><li>• Track progress on local and regional resilience initiatives, maintain reporting documentation, and prepare summary reports for state agencies and elected officials.</li><li>• Assist in the administration of state resilience funding programs, including RFP development, contractor coordination, and grant compliance.</li><li>• Provide policy support through legislative tracking, data analysis, and synthesis of community feedback related to resilience and sustainability issues.</li><li>• Contribute to the implementation and communication of the strategic plan, comprehensive community plan, and Aquidneck Island Regional Hazard Mitigation Plan and other statewide resilience frameworks.</li><li>• Perform general office tasks including scheduling meetings, maintaining calendars, and managing correspondence.</li><li>• Organize and maintain digital and physical files, records, and databases.</li><li>• Support procurement processes, track invoices, and assist with budget documentation.</li><li>• Prepare presentations, meeting materials, and official reports.</li><li>• Assist with internal communications and departmental coordination.</li></ul>

<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited institution in environmental science, planning, marine affairs, public policy, natural resource management, or a closely related field</li> <li>• Minimum of one (1) year of professional experience in environmental planning, project management, climate adaptation, or related work in a municipal or public-sector setting. or any equivalent combination of education and technical work experience.</li> <li>• Ability to attend 2-4 evening meetings per month.</li> <li>• Must have working knowledge of climate resilience strategies, sustainability practices, and environmental regulatory frameworks.</li> <li>• Strong written and verbal communication skills, including public presentation and facilitation.</li> <li>• Experience in project management, including timeliness, budgets, and reporting.</li> </ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"> <li>• Valid Motor Vehicles Driver's License.</li> </ul>
<b>Pay and Hours Per Week</b> Executive Grade: S05 Min. Salary: \$60,000/year Max. Salary: \$85,000/year Hours per week: 40  <b>FULL BENEFITS OFFERED</b>	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b></p> <p style="text-align: center;">           Director of Human Resources            Human Resources Department            City Hall – 43 Broadway            Newport, Rhode Island 02840  <a href="mailto:HR@CityofNewport.com">HR@CityofNewport.com</a> </p>
<p style="text-align: center;"><b>An Equal Opportunity and Affirmative Action Employer</b></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE CITY'S WEBSITE. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, RECEIVED AFTER THE CLOSING DATE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><a href="http://www.cityofnewport.com/jobs">www.cityofnewport.com/jobs</a></p> <p style="text-align: center;"> <b>Tel: (401) 845-5393</b>  <b>Fax (401) 845-9364</b> </p>	