



Job Title: Energy and Sustainability Manager

Department: Facilities

Supervisor: Director of Energy & Sustainability

Applicants can submit a resume via e-mail to careers@javitscenter.com

Spanning six blocks on Manhattan's West Side, the Javits Center serves as an international hub of commerce and culture, hosting large-scale events that support local business and improve the quality of life for New Yorkers. With the largest green roof in New York State and a new one-acre rooftop farm, the Javits Center workforce is focused on creating a sustainable environment, one that is in sync with the surrounding community and serves as a model for other venues nationwide. The Javits Center sustainability program encompasses several facets, including energy conservation, improved waste diversion, maintaining health and wellness for employees and visitors and partnering with customers to create sustainable events. From April to October each year, the Javits Center offers public tours to provide visitors with an inside look at its operations, while demonstrating the importance of sustainability and the positive impact of the events industry.

Position Summary:

The Energy and Sustainability Manager is responsible for supporting the Energy and Sustainability Director with the execution of broad-based, company-wide strategic energy and sustainability initiatives throughout the Javits Center.

The hiring range for this position is \$75,000.00 - \$80,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon candidates' relevant skills and experience. Must work full-time onsite at the Javits Center.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.

Duties and Responsibilities:

- Become familiar with and enhance the Javits Center's utilization of the resources available through GreenNY, Green Procurement and other state and local agency resources.
- Develop strategic planning in line with annual GreenNY reporting.
- Develop and manage SOPs for all energy and sustainability initiatives.



- Work closely with all internal and external stakeholders on sustainability projects, contracts, and initiatives.
- Improve energy conservation measures for continual improvements in usage and efficiency.
- Develop voluntary and mandatory sustainability reports.
- Engage in sustainability research projects.
- Participate in the development of the Climate Action Plan for Javits Center.
- Implement zero-waste strategies and waste diversion initiatives to reduce waste, improve recycling efforts and increase overall waste diversion for the facility in line with the Javits Center's waste diversion policy.
- Manage vendors and service contracts related to energy and sustainability operations.
- Manage internal and external energy and sustainability communications via newsletters, website content, and digital display content.
- Engage with Green Roof Tours, Tour Ambassadors, Javits Juniors, and other community groups to deliver outreach and educational programming regarding Javits Center sustainability.
- Actively challenge others to think differently and engage multiple stakeholders in carrying out the Javits Center's sustainability policy with efforts for continued improvement over time.
- Manage data collection and reporting for all energy and sustainability initiatives.
- Meet with customers and manage customer relationships related to sustainability operations.
- Apply industry "best practices" and successful practices at comparable venues with the goal of making the Javits Center an industry leader in sustainability.
- Complete ongoing training and certifications as needed.
- Support and oversee Event Sustainability Lead with all events related sustainability plans.

Requirements:

- Minimum of 3 years of experience working in sustainability.
- Bachelor's degree in Environmental Science, Conservation, Sustainability, or equivalent.
- Experienced operations leader and collaborative team-player with the ability to engage multiple stakeholders.
- Able to liaise between different departments and external vendors.
- Skilled in delivering presentations, public speaking, and strong ability to communicate about sustainability, energy, net zero and zero waste.
- Ability to work 50 hours or more per week.



- Must be able to work extended shifts of 10 hours or more as business dictates.
- Must be flexible with schedule and able to work different shifts.
- Possible job hazards include, but are not limited to, slips, trips, falls, burns, cuts and strains.
- Must be able to reach, lift, stoop, bend and perform extensive standing and walking (including stairs) throughout shift.
- Proficient with Microsoft Office suite

Preferred Qualifications:

- Experience with rolling out new programs and initiatives with skills in developing employee buy-in and community building.
- Adaptable to a fast-paced and variable working environment.
- Understanding of the events industry including trade shows, special events, galas and corporate events.
- Experience with ESG related data collection, analysis, and reporting

The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.

In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities and a workplace environment characterized by support and fairness for all.