

CITIZEN'S ADVISORY COUNCIL TO LA PORTE INDUSTRY

08-30-23

Job Notice with Qualifications List

The Citizen's Advisory Council to La Porte Industry, called "the C-A-C," is seeking a CAC Facilitator with strong project, time management, and writing skills. The CAC meets monthly to facilitate constructive dialogue about environment, safety, and other plant-related issues among those who live or work in the Bayshore cities and the managers of 40-45 chemical plants in La Porte. A successful candidate will fit the profile below. Those interested should contact the La Porte Plant Managers Network (LPPMN) Chair, Christopher Clinton, to request details and an application at christopher.clinton@ineos.com or 281-867-8131. (Leave message if needed.) **Application, resume, and a writing sample are due by Friday, October 13, 2023.**

Successful Candidate Profile

- 4-year degree
- Previous experience that illustrates that you have the skills below:
 - Project and time management skills because this job has many moving parts.
 - Technical writing skills because most presentations are about chemicals and industry processes.
 - Strong written and verbal communication skills so you are understood by community members without expertise in the subject matter.
 - Ability and willingness to manage occasional conflict given the divergent perspectives of the CAC makeup.
 - At least intermediate level Excel skills because you will prepare annual emissions and safety reports with many categories of data from 43 plants.
 - Data interpretation skills.
 - Event organization expertise because you along with the facilitation associate will help set up 9+ meetings a year that include dinner for 65+ attendees and varying venues.
- The ideal candidate has some exposure to local petrochemical industry and has an understanding of the interactions between industry, community, and municipal entities.
- The ability to act neutral in a group that deliberately brings together people with different backgrounds and views about industry.
- Time to devote to a part-time job of 20-30 hours per month. Work occurs at various times during many days of the month, so it is not feasible for someone with a full-time job.
- Availability to attend monthly meetings from approximately 4:00 – 8:00 p.m. on 1st Tuesdays except for June and July. January date may vary due to holidays (Jan. 11 in 2024).

The proposed schedule is to have the new facilitator start work as soon as possible. Dates will be agreed upon once a candidate is selected to be the facilitator.

After 90 days, a performance review will be conducted to assess how well the person is meeting the group's needs and requirements. A review committee will determine whether the person is performing satisfactorily, needs redirection, or should be replaced.

Independent Contractor Position as Facilitator

Lead and direct the group as described. The Facilitator will work as an independent contractor for the La Porte CAC and submit invoices as directed by the La Porte Plant Managers Network Treasurer. The facilitator will work approximately 20-30 hours a month, associated with each of 10 meetings a year. The hourly compensation is commiserate with experience. The Facilitator must be able to attend all monthly meetings and be dependable and flexible. The facilitator will work with the facilitation associate on executing the required tasks for successful facilitation.

This is a part-time job, but...

- The work occurs all year and is not spread evenly among the months of the year, the days of the week, and the hours of the day.
- There are some set work hours.
- You must attend all regular meetings. May be asked to help with others.
- There are many tasks that must be done on or by specific dates, so using a task list and calendar are preferred.
- You need to check for email and calls from community members and plant reps daily and respond in a timely manner.
- You will need to work together with the facilitation associate, to whom you will provide direction to support the scope of CAC needs. Otherwise, you may set your own hours and manage your own work flow.

Qualifications for Facilitator

Third-party neutrality

- Work with community and plant representatives in a fair and balanced way, being substantively impartial.
- Understand that you work for the group as a whole, not for industry, even though they pay you.

Personal and organizational skills

- Excellent interpersonal skills; able to coordinate workflow assertively and diplomatically; be dependable and flexible.

- Able to work independently and to initiate administrative improvements; needs limited guidance. Must be willing to provide direction to the facilitation associate who will assist or execute many of the administrative and tactical activities required.
- Proven analytical skills required
- Well-honed organizational skills -- manages workflow and projects effectively and timely and is able to manage and prioritize multiple projects.

Communication skills

- Good writing skills and the ability take notes on each agenda item, summarize key points of technical subject matter, and write in explanatory style with good grammar and spelling skills.
- Writes in a manner that is brief, specific, well-organized, timely, factually accurate, properly formatted, and grammatically correct.
- Proficient in personal-computer skills, especially Microsoft Word, PowerPoint, Excel, and PDF software. Familiarity with the Internet and Zoom videoconferences. Website experience is valuable but can be learned.

Legal, Financial, and Educational Requirements

- Must be legally authorized to work in the United States on a permanent basis without visa sponsorship (U.S. citizen, U.S. Permanent Resident).
- As an independent contractor, will bill for services but must be able to pay for direct expenses such as supplies, postage, computer equipment and software. Authorized expenses will be reimbursable.

Application Process

Complete the online application and submit three references excluding family members, at least two of whom are familiar with your skills, via the link below. Also, please submit resume and writing sample to LPPMN Chair, Christopher Clinton via email. All materials must be submitted by close of business on **Friday, October 13, 2023**. Direct questions to Christopher Clinton by e-mail or phone.

Application Link:

<https://forms.gle/7E8TmqDrWUGsUHA78>

Submit questions to:

Christopher Clinton – LPPMN Chair

281-867-8131 office – leave message if no answer

christopher.clinton@ineos.com