

**Company: Gateway Development Commission**

**Job Title: Program Manager II (Sustainability)**

**Location: New York/New Jersey**

**Date: 8/23/2024**

**Job ID: 5-018**

### Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a skilled Program Manager II (Sustainability) to coordinate the preparation and implementation of key sustainability planning documents for various contract packages within the Hudson Tunnel Project (HTP) and other Commission-managed projects. Reporting to the Senior Director of Sustainability, this role is integral in leading the integration of sustainability principles and practices into organizational policies that address the environmental, social, and economic aspects of the HTP. The Program Manager II will collaborate closely with project teams, stakeholders, and partners to achieve sustainability objectives and ensure the project adheres to the highest environmental standards.

### Essential Functions

1. Assist in coordinating sustainability efforts across various project contract packages, ensuring alignment with GDC's sustainability goals and objectives, as well as the Final Environmental Impact Statement (FEIS) and Record of Decision (ROD).
2. Analyze project status using ISI Envision as a framework. Support documentation and, when appropriate, revise the scope, schedule, or budget to ensure project requirements are met.
3. Work closely with project teams, stakeholders, and partners to achieve sustainability goals and deliver projects that meet the highest environmental standards.
4. Evaluate and optimize the supply chain for sustainability, ensuring that suppliers and vendors adhere to environmental standards and practices.
5. Work with stakeholders to ensure compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
6. Support continuous improvement toward sustainability targets by managing data for goal setting, building a system for sharing best practices, and supporting the implementation of sustainability projects.
7. Analyze GDC's sustainability functions and prepare comprehensive reports using established frameworks such as the Global Reporting Initiative (GRI) or Carbon Disclosure Project (CDP).
8. Identify, assess, prioritize, and mitigate potential risks that could impact the sustainability goals of GDC and other Commission-managed projects.
9. Conduct market research to identify trends and best practices relevant to project objectives and sustainability.
10. Collect, analyze, and report data related to sustainability initiatives, using insights to drive decision-making and improve project outcomes.
11. Monitor and evaluate the effectiveness of sustainability programs, using key performance indicators (KPIs) and metrics to measure progress and impact.
12. Prepare sustainability monthly reports along with KPIs to communicate the environmental impact of stakeholders.

13. Perform other duties as assigned by the Senior Director of Sustainability.

#### Job Requirements

- Bachelor's degree in Project Management, Environmental Science, Business Administration, or a related field.
- At least six (6) years' experience in managing public sector infrastructure projects at the program level.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

#### Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title "Program Manager II (Sustainability)" in the subject line.

