

Position: **Sustainability Coordinator**  
Department: Institute for a Sustainable Environment  
Reports to: Director, ISE

The Sustainability Coordinator facilitates the implementation of institutional sustainability strategies; works collaboratively to plan, develop, implement and evaluate programs and projects through a systems-based environmental, social, and economic perspective. The coordinator demonstrates the administrative expertise to integrate the interests of multiple stakeholders throughout the organization. The coordinator also serves in an advisory capacity in the formulation of the university's sustainability policies and supports various committees and work groups.

### **Major job responsibilities**

1. Implement programs and projects related to sustainability culture and operations (requires, planning, organization, team building, administration, communication with all stakeholders, expertise on sustainability principles and best practices)
2. Direct work of student interns and other volunteers (mentoring, team building, administration, organization)
3. Support the tracking Sustainability Progress (expertise in sustainability practices, resource use, best management practices, tracking tools and metrics)

### **Essential Functions**

1. Design and implement policies, strategies and programs that support the sustainability goals and objectives of the University.
2. Build involvement in sustainability initiatives for the university among students, employees, supervisors, management, and representatives from other campuses in the region.
3. Maintain close working relationship with various groups and programs on campus and in the region to achieve sustainability.
4. Chair the Campus Sustainability Committee to generate, evaluate, and filter ideas and concepts for sustainability programming themes and identifies or creates materials and resources to supplement, expand, or replace existing sustainability programming.
5. Foster organizational and individual behavior change for enhanced sustainability using social marketing and other effective, efficient methodologies.
6. Oversees the planning and coordinating of a wide variety of campus events, workshops, meetings, trainings, and conferences, including for the Adirondack Semester.
7. Oversees student internship program and manage student interns, volunteers, and other subordinate office staff as delegated by Director.
8. Support campus environmental and sustainability assessment on a periodic basis, compiling information and conducting analysis.
9. Support the maintenance of the Clarkson.edu/green website and CUsustainability facebook page
10. Provide expertise and advice to appropriate departments in the reduction of the University's resource consumption and waste management; design and supervise pilot projects to expand sustainability on campus.
11. Keep current with sustainability laws, regulations, products, technologies, programs, best practices of similar institutions etc. and ensure that information is distributed appropriately.

### **Skills and Abilities:**

1. The successful Sustainability Coordinator will be a creative, collaborative problem-solver and negotiator with strong critical thinking and interpersonal skills.
2. Knowledge of environmental management policies, issues, and initiatives. Experience with energy, water and waste conservation in buildings. Preferred: Understanding of environmental best practices in universities.

3. Strong interpersonal skills, working with diverse groups of individuals and building partnerships.
4. Strong communication skills including writing and public speaking. Demonstrated ability to communicate clearly.
5. Ability to work independently, to be a team leader and to work as a team member.
6. Demonstrated analytical, problem solving, organizational and management skills with attention to detail and accuracy.
7. Proficiency in MS Word, Excel, PowerPoint, and an ability to learn other software as needed.  
Preferred: Website management skills.
8. Demonstrated ability to manage and prioritize multiple tasks, and to work with shifting priorities and schedules.

**Qualifications:**

At least a BS degree in field related to environmental science or management is required; MS degree preferred.

More than three years of practical work experience in sustainability initiatives and experience in a project management role.