



SEATTLE COMMUNITY COLLEGES
invites applications for the position of:

Sustainability Coordinator

SALARY: \$4,050.83 - \$4,822.42 Monthly
\$48,610.00 - \$57,869.00 Annually

OPENING DATE: 10/27/15

CLOSING DATE: 11/27/15 11:59 PM

POSITION SUMMARY:

This is a full-time, exempt, ongoing opportunity in support of the Seattle College District's sustainability efforts. The position reports to the Vice Chancellor of Finance and Technology and will serve as lead coordinator for the implementation of a district-wide sustainability plan and continual resource conservation strategies. The coordinator will assist and coordinate efforts across the Seattle Colleges, working with campus sustainability committees, staff, faculty, administrators, and students, to advance the overall sustainability of the District.

This position is governed by a collective bargaining agreement with representation by AFT-Washington and is subject to union shop provisions.

This position is governed by a Seattle Colleges are committed to recruiting dedicated faculty and staff who together create a welcoming academic climate that reflects the diverse backgrounds of our community, including ethnicity, national origin, religion, race, gender, gender identity, age, status as a veteran or disabled veteran, disability, political status, and sexual orientation.

ESSENTIAL FUNCTIONS:

- Serve as the primary institutional contact for sustainability matters.
- Work with the District Sustainability Committee to coordinate the implementation of a district-wide sustainability plan that includes identification of current efforts, gaps that need to be addressed, and a plan of action and timeline for improving sustainability practices.
- Research and identify sustainability strategies, and associated costs and benefits, used by other colleges and universities to improve sustainability at the Seattle Colleges.
- Conduct STARS sustainability assessments for all three colleges, building on past STARS sustainability submissions.
- Develop and manage a database of utility data for reporting energy benchmarking, greenhouse gas reporting, LEED building reporting, and other official reports for the District.

REQUIRED EDUCATION, EXPERIENCE & ABILITIES:

- A Bachelor's degree and at least one year's experience working on institution sustainability issues and practice.
- Strong proficiency in MS Office software programs.
- Strong organizational and planning skills and the ability to organize complex projects and meet deadlines.
- Proven ability to manage multiple, diverse projects at one time.
- Very strong writing skills.
- Strong verbal communication skills.
- Excellent team-building and leadership skills and demonstrated professionalism and skill in engaging busy professionals in team activities.
- Familiarity with sustainability issues and sustainability planning from the perspective of a large complex institution.

PREFERRED QUALIFICATIONS:

- Master's level coursework or a Master's Degree in environmental science, sustainability, or related field is preferred and can substitute for required experience.
- 3+ years of experience working on institutional sustainability.
- Experience working in an educational institution.
- Familiarity with utility data and management tools and an ability to perform analysis for energy management.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.SeattleColleges.edu>

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Seattle, WA 98122
206-934-5428
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Position #2015-00069
SUSTAINABILITY COORDINATOR
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