

Southern Nazarene University

CHARACTER | CULTURE | CHRIST

Sustainability Coordinator Job Description

Purpose:

The Sustainability Coordinator will develop, coordinate, and administer programs as well as provide advice on policies within the area of sustainability at Southern Nazarene University with the ultimate goal of fully implementing SNU's Sustainability Policy, achieving SNU's commitment to reduce carbon emissions, and developing a culture of sustainability at the University.

I. Essential Duties and Responsibilities

- A. Develop, plan, coordinate and implement programs, initiatives, and resources related to sustainability at SNU
- B. Provide a "clearing-house" for sustainability data, knowledge, & "know-how" on our campus and at peer institutions
- C. Represent University sustainability programs to the University community and the public
- D. Supervise student interns and/or student employees
- E. Administer budget as required
- F. Report to the Director of Facilities Management

II. Specific Responsibilities

- A. Develop, plan, coordinate and implement programs, initiatives, and resources related to sustainability at SNU
 - In conjunction with the University Physical Plant, spearhead campus efforts to meet the President's commitment to reduce carbon emissions
 - Establish a "Sustainability Task Force" of students, staff and faculty
 - Coordinate with this Task Force to streamline on-campus recycling
 - Provide support as needed for SNU's Sustainability Task Force
 - Implement programs related to promoting a culture of sustainability at SNU
 - Coordinate a "Campus Sustainability Day" and support events sponsored by the Eco-Superheroes Ethos Group
 - Develop and implement education programs related to sustainability
 - Build involvement and support for sustainability projects among students, faculty, staff, and University administration
 - Work with the Physical Plant Staff to support, enhance, and promote sustainability initiatives on campus
 - Work with the Residential Life Staff to develop and disseminate sustainability resources and programs related to student life
 - Support and enhance research of students in the Eco-Superheroes Ethos Group
 - Develop and implement sustainability workshops as needed to help academic and administrative units develop and disseminate guidelines for implementation of the University Sustainability Policy
 - Encourage development and implementation of faculty and staff sustainability initiatives such as green event planning and green practices in the workplace
- B. Provide a "clearing-house" for sustainability data, knowledge, & "know-how" on our campus and at peer institutions
 - Establish and maintain an effective communication strategy, including a website, for promoting campus sustainability efforts internally and externally at SNU
 - Oversee research and publication of campus sustainability assessments
 - Research and maintain working knowledge of sustainability best practices: for students, faculty, staff, and alumni, as well as at peer institutions
 - Serve as a resource for students doing academic projects related to sustainability
 - Research and pursue available funding (such as grants) for University Climate Initiative programs

- C. Represent SNU's sustainability programs to the University and to the public
 - Act as a spokesperson and set an example for sustainability on campus
 - Interface and maintain working relationships with external organizations
 - Establish relationships and pursue partnership with the City of Bethany to develop sustainability programs within our local community, further benefiting the efforts of the University
 - Serve as a member of the Sustainability Taskforce
 - Attend and/or speak at local and/or regional professional meetings as appropriate

- D. Supervise student interns and/or student employees
 - Recruit, interview, hire, and manage student interns/employees performing research or work on sustainability projects

- E. Administer budget as required
 - Prepare budgets
 - Monitor, verify, and reconcile expenditures of budgeted funds as appropriate

III. Qualifications

- Work requires analytical, communications and organizational skills generally acquired through completion of a Bachelor's degree program
- PHYSICAL REQUIREMENTS: Must be able to climb steps, lift files, boxes or containers weighing up to 75 pounds, and travel by car or van.
- Familiarity with the concept and practice of environmental sustainability
- Preferred familiarity with working in an academic environment
- Expertise with word processing, spreadsheets, and presentation software. Preferred: website management skills
- Strong organizational skills with ability to handle multiple tasks, work independently and be detail-oriented
- Strong communication skills