



## Position Description

Field Code Changed

**Position Title:** Sustainability ~~Coordinator~~**Director-Manager**  
**Reports to:** Vice-President [Finance Administration](#)  
**Supervises:** Sustainability Fund Administrator, Sustainability Projects Coordinator, Composting Coordinator  
**Employee Status:** Term, Appointed  
**Length of Term:** 12 months, May 1<sup>st</sup>, 2014 – April 30<sup>th</sup>, 2015  
**Hours per week:** 20  
**Compensation:** Tier 3: \$12.25 per hour

Formatted: Strikethrough

### Position Purpose

The Sustainability Coordinator is responsible for the implementation and monitoring of AMS Sustainability Operations. This includes reducing the organization's ecological footprint through implementation and oversight of AMS operations in the New SUB through the campus rooftop garden, worm composting, community kitchen, Eco-to-Go container program and outlet functioning. This position will work to reduce the organization's ecological footprint through implementation of the AMS Lighter Footprint Strategy while ensuring timely operation of the AMS Sustainability Projects Fund and its related student projects. This position will also direct manage New SUB building monitoring and performance and oversee student coordinators, and teaching and learning programs.

### Duties and Responsibilities

- Coordinate with the VP Finance to create action plans for all annual projects and goals
- Implement the annual projects and goals set out by the VP Finance and the AMS
- Initiate and oversee student research projects (through working with SEEDS, interested staff, faculty and graduate students)
- Hire, train and manage coordinators or volunteers to help implement projects
- Build partnerships and work with student groups, clubs and resource groups
- Work with the Communications Department to communicate sustainability initiatives and progress reports to the membership
- Attend AMS and UBC committee meetings related to sustainability
- Chair the AMS Sustainability Projects Fund Committee.
- Coordinate with the AMS Sustainability Assistant Coordinator to ensure proper administration of Sustainability Fund resources
- Coordinate with the VP Finance and senior managers to help implement sustainability initiatives in the AMS businesses
- Work with UBC SEEDS Coordinator and other project members to implement SEEDS projects
- Conduct evaluation of SEEDS projects and other sustainable initiatives
- Liaise with the UBC Sustainability Office and other campus organizations and UBC departments
- Review the AMS Lighter Footprint Strategy to ensure that it is up-to-date for the New SUB
- Coordinate with the VP Finance to complete an annual report on the AMS Sustainability Fund and Lighter Footprint Strategy
- Working with the AMS mission statement and values to operate a successful department
- Other duties as required

### **Qualifications and Experience**

- Must be a currently registered UBC student – a Masters or PhD student in a related field is desirable but not necessary
- Broad knowledge of environmental sustainability issues and campus environmental programs at UBC or other universities
- Strong communication and interpersonal skills
- Experience managing staff or coordinating volunteers is preferred
- Strong initiative and able to work with minimal supervision
- Able to work individually and collaboratively
- Creative and flexible
- Professional conduct
- Experience in policy implementation is an asset
- Facilitation skills is an asset
- Basic knowledge of the UBC community and operating environment is an asset
- Understanding of the AMS organization and operations an asset