Job Description

Position title: Sustainability Projects Coordinator
Reports to: Associate Vice-President Sustainability
Supervises: None
Employee status: Term, Appointed
Length of term: May 1 – April 30 (1 year)
Hours per week: 105
Compensation: Tier 2
Date revised: March 2017

Position Purpose

The Sustainability Projects Coordinator will assist the AMS Sustainability Coordinator in the initiation and implementation of sustainability related student projects with emphasis on the AMS Nest, UBC SEEDS projects, and other projects that improve and measure the success of the AMS Lighter Footprint Strategy.

Duties and Responsibilities

- Maintain and facilitate the success of all student sustainability projects in which the AMS is a client and programs as directed by the Sustainability Coordinator
- Design sustainability focused projects and pitch them to student groups (e.g. engineering capstone teams, directed studies)
- Work with UBC SEEDS Coordinator and other project members to implement SEEDS projects
- Work with UBC SEEDS Manager and AMS Associate Vice-President Sustainability to ensure the SEEDS MOU is upheld and all requirements are met
- Assist with student research projects when required (working with SEEDS, interested staff, faculty and graduate students) in conjunction with the Sustainability Coordinator
- Assist the Sustainability Coordinator in conducting evaluation of SEEDS projects and other sustainable initiatives
- Chair project meetings between AMS Sustainability and project teams affiliated parties (UBC SEEDS, student groups, external vendors)
- Maintain organized records of projects to enable smooth transitions in the future
- Work with the AMS mission statement and values to operate a successful department
- Ensure longevity of previously completed, long-term projects
- Other duties as required

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Knowledge of environmental sustainability issues and campus environmental programs
- Experience in policy implementation is an asset
- Experience with project management an asset
- Good communication and interpersonal skills
- Knowledge of mechanical, electrical and software engineering concepts is an asset, but is not required
- Strong initiative and able to work with minimal supervision
- Able to work individually and collaboratively
- Creative and flexible
- Facilitation skills an asset
- Understanding of the AMS organization and operations is an asset