



Job Description

Position title:	Associate Vice-President Sustainability
Reports to:	Vice President, Finance
Supervises:	Sustainability Fund Administrator, Sustainability Projects Coordinator, Composting Coordinator, Composting Assistant
Employee status:	Term, Appointed
Length of term:	May 1 2016 – April 30 2017
Hours per week:	20
Compensation:	Tier 3
Date revised:	

Position Purpose

The Associate Vice-President Sustainability 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 Student Union Building (NEST) through the campus rooftop garden, the composting 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 and manage the NEST building monitoring, performance, and oversight of student coordinators and teaching & learning programs.

Duties and Responsibilities

- Coordinate with the Vice President Finance to create action plans for all annual projects and goals
- Implement the annual projects and goals set out by the Vice President 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
- Chair the AMS Sustainability Projects Fund Committee
- Attend AMS and UBC committee meetings related to sustainability
- Coordinate with the AMS Sustainability Assistant Coordinator to ensure proper administration of Sustainability Fund resources
- Coordinate with the Vice President 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, other campus organizations and UBC departments
- Review the AMS Lighter Footprint Strategy to ensure that it is up-to-date for the NEST
- Coordinate with the Vice President Finance to complete an annual report on the AMS Sustainability Fund and Lighter Footprint Strategy
- Present the following to AMS Council:
 - Annual sustainability priorities for actions and projects no later than the last Council meeting in June

- An update on the fulfillment of the sustainability priorities no later than the last Council meeting in October
 - An annual sustainability report no later than the last Council meeting in March
- 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 student at UBC Vancouver or one of its affiliated colleges
- 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