



Job Description

Position title:	Sustainability Fund Administrator
Reports to:	Sustainability Coordinator
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1 – April 30 (1 year)
Hours per week:	10
Compensation:	Tier 1
Date revised:	March 2016

Position Purpose

The AMS Sustainability Fund Administrator will ensure timely operation of the AMS Sustainability Projects Fund and its related student projects. The Administrator will coordinate monthly Sustainability Projects Fund committee meetings, as well as manage the filing of this program. This position will oversee the dozens AMS Sustainability Fund projects listed on <http://amssustainability.ca> and will interact with the projects on a regular basis to make sure that their needs are being met. This position will help with project implementation while monitoring progress, seek to expand the reach of the fund through networking with on-campus opportunities, and serve on campus committees on sustainability issues.

Duties and Responsibilities

- Ensure the AMS Sustainability website at <http://amssustainability.ca> is updated with content from student projects on a regular basis
- Work with the AMS Sustainability Coordinator to create action plans for all annual projects and goals
- Organize a Sustainability Fund Projects Showcase at the end of each term
- Sit on committees related to sustainability projects as delegated by the Sustainability Coordinator (Examples include Waste Free Committee, Student Sustainability Committee for the USI)
- 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
- Support the AMS Sustainability Projects Fund through coordinating regular meetings and ensuring meeting materials are distributed to committee members on a timely basis
- Meet regular with the AMS Sustainability Coordinator
- Receive and manage Sustainability Project Fund reimbursements and ensure that they are processed in a timely manner
- Work with the Sustainability Coordinator, VP Finance and senior managers to help implement sustainability initiatives in the AMS businesses
- Liaise with the UBC Sustainability Office and other campus organizations and UBC departments
- Implement the promotional strategy for the AMS Sustainability Fund
- Works 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
- Knowledge of environmental sustainability issues and campus environmental programs
- Experience in policy implementation an asset
- Good communication and interpersonal skills
- Experience coordinating volunteers
- 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 an asset