Position Description

Position Title: New SUB Community Sustainability Projects Coordinator
Reports to: Vice President Administration/Sustainability Coordinator
Status: Term, Appointed
Length of Term: 12 months, May 1, 2014 – April 30, 2015
Appointed by: New SUB Committee
Hours per week: 105
Compensation: Salaried based on $11.25 per hour
Salary: $10.50 per hour (Tier 1)

Position Purpose
The New SUB Sustainability Projects Coordinator will assist the AMS Vice President Administration/Sustainability Coordinator in coordinating the initiation and implementation of the New SUB, UBC SEEDS projects as well as internal projects and operations that improve and measure the success of the AMS Lighter Footprint Strategy.

Duties and Responsibilities
- Coordinate New SUB SEEDS projects and sustainability initiatives with support from AMS staff and committee chairs
- Maintain sustainability projects and programs as directed by the Sustainability Coordinator
- Assist with student research projects (working with SEEDS, interested staff, faculty and graduate students) as directed by the Sustainability Coordinator
- Report directly to the Sustainability Coordinator
- Assist the Sustainability Coordinator in conducting evaluation of SEEDS projects and other sustainable initiatives
- Chair the New SUB Sustainability Committee and coordinate the committee’s efforts to implement sustainability strategies and initiatives as directed by the Sustainability Coordinator
- Work directly with UBC SEEDS Coordinator, project architects, consultants and other project team members to implement SEED projects
- Conduct evaluation of SEED projects and other sustainable initiatives
- Maintain effective communication between New SUB Sustainability Committee, the New SUB, and the Sustainability Coordinator
- Empower New SUB Sustainability Committee members and UBC students to be actively involved in behavioral and operational sustainability initiatives and strategies for the New SUB
- Attend New SUB Committee meetings
- Live the values and mission of the AMS daily
- Other duties as required

Relevant Experience/Qualifications
- Must be registered UBC student for the duration of the term
- 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
- Must be a currently registered UBC student
- Knowledge of campus groups and students life is essential
- Interest in sustainability
- Able to multi-task and manage several projects with widely different themes at the same time is essential
- Able to research and write high quality reports
- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Knowledge of sustainability issues and building practices is an asset
- Interest in construction, urban development, landscaping, architecture and green-building an asset
- Problem-solving skills
- Leadership experience