



Student Society
of UBC Vancouver

Job Description

Position title:	Sustainability Funds Administrator
Reports to:	Vice President Finance
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1 – April 27 (1 year)
Hours per week:	15
Compensation:	Tier 1
Date revised:	July 2017

Position Purpose

The AMS Sustainability Funds Administrator will ensure timely operation of the AMS Sustainability Projects Fund (SPF) and its related student projects. The Administrator will chair, coordinate, and prepare materials for monthly SPF committee meetings. This position will oversee the dozens of SPF funded 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 also help with project implementation while monitoring progress, success, and ecological impacts of projects, in addition to seeking to expand the reach of the fund through networking.

Duties and Responsibilities

- Ensure the AMS Sustainability website and social media accounts are updated with content from student projects on a regular basis
- Work with the AMS Associate Vice President (AVP), Sustainability to create action plans for all annual projects and goals
- Organize a Sustainability Fund Projects Showcase at the end of each term
- Manage the Sustainability Projects Fund (SPF) Committee by chairing meetings, creating agendas, sharing agendas and applications with committee members beforehand, and preparing meeting minutes afterwards
- Build partnerships and work with student groups, clubs and resource groups to increase the quantity and quality of applications
- Implement promotional strategies for the SPF by working with the AMS Communications Department and the Sustainability Outreach Coordinator to communicate sustainability initiatives and project outcomes to AMS members
- Work with the AVP Sustainability and the Sustainability Outreach Coordinator to craft a monthly sustainability newsletter, promoting the activities and deliverables of environmentally/sustainability-focused AMS clubs
- Meet weekly with the AVP Sustainability
- Meet weekly with the Vice President Finance
- Meet with prospective and current project leaders to discuss goals, advise them on sustainable practices, and resolve application errors prior to final submission
- Maintain and regularly update internal files, ensuring consistency throughout
- Receive and manage SPF reimbursements and ensure that they are processed in a timely manner
- Maintain and update the SPF budget, reviewing regularly to ensure fiscal responsibility
- Liaise with UBC Sustainability, other campus organizations and UBC departments to organize promotional and/or event partnerships

- Update the SPF Policy, Guide, and Terms of Reference as needed
- 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 issues, both on campus and more broadly
- Knowledge of campus environmental programs, student groups, and initiatives
- Experience in project coordination
- Experience in policy implementation an asset
- Good communication and interpersonal skills
- Experience with basic accounting principles
- Strong initiative and able to work with minimal supervision
- Able to work individually and collaboratively
- Creative and flexible
- Facilitation skills
- Understanding of the AMS organization and operations an asset
- Understanding of campus sustainability practices an asset