



Job Description

Position title:	Associate Vice-President Sustainability
Reports to:	Vice President Administration
Supervises:	Sustainability Projects Coordinator, Sustainability Outreach Coordinator
Employee status:	Term, Appointed
Length of term:	May 1 2017 – April 30 2018 (1 year)
Hours per week:	20
Compensation:	Tier 3
Date revised:	March 2017

Position Purpose

The Associate Vice-President Sustainability is responsible for AMS Sustainability efforts and liaising with the University on sustainability-related issues. This position is expected to work towards reduction of the AMS's ecological footprint through implementation of the AMS Lighter Footprint Strategy (LFS), which includes general oversight of all AMS Operations in the Nest. This position is also responsible for ensuring all internal AMS sustainability policies are updated and relevant, and creating new internal policies when needed. The incumbent is also responsible for supervising the Sustainability Projects Coordinator and the Sustainability Outreach Coordinator, which includes overseeing all the tasks and projects associated with those positions.

Duties and Responsibilities

- Hire, train and manage the Sustainability Projects Coordinator and the Sustainability Outreach Coordinator, which includes ensuring all duties outlined in the job descriptions of each position are being completed properly and in a timely manner, and that the employees are confident and feel supported in their roles
- Coordinate with the Vice-President Administration to create action plans for all annual projects and goals
- Implement the annual projects and goals set out by the VP Administration and in the AMS LFS
- Work with the Communications Department to communicate sustainability initiatives and progress reports to the membership
- Attend AMS and UBC committee meetings related to sustainability
- Coordinate with the VP Administration and senior managers to implement sustainability initiatives in AMS operations as outlined in the AMS LFS
- 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 and conduct sustainability focussed tours of the Nest when requested
- Work with UBC SEEDS Manager and AMS Sustainability Projects Coordinator to ensure the SEEDS MOU is upheld and all requirements are met
- Coordinate with the VP Administration to complete an annual report on the AMS SPF and LFS
- 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 and the SPF funded projects from the year 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