



Student Society
of UBC Vancouver

Job Description

Position title:	Sustainability Projects Coordinator
Reports to:	Associate Vice-President Sustainability
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1 – April 30 (1 year)
Hours per week:	10.5
Compensation:	Tier 2
Date revised:	March 2017

Position Purpose

The Sustainability Projects Coordinator will ~~assist the AMS Sustainability Coordinator in the~~ initiation and implementation of ~~sustainability related, student~~ projects with emphasis on the AMS Nest, UBC SEEDS projects, and other projects that improve and measure the success of the AMS Lighter Footprint Strategy.

Duties and Responsibilities

- ~~Maintain and facilitate the success of all student~~ sustainability projects ~~in which the AMS is a client and programs as directed by the Sustainability Coordinator~~
- ~~Design sustainability focused projects and pitch them to student groups (e.g. engineering capstone teams, directed studies)~~
- ~~Work with UBC SEEDS Coordinator and other project members to implement SEEDS projects~~
- ~~Work with UBC SEEDS Manager and AMS Associate Vice-President Sustainability to ensure the SEEDS MOU is upheld and all requirements are met~~
- Assist with student research projects ~~when required~~ (working with SEEDS, interested staff, faculty and graduate students) ~~in conjunction with the Sustainability Coordinator~~
- ~~Assist the Sustainability Coordinator in e~~Conducting evaluation of SEEDS projects and other sustainable initiatives
- Chair project meetings between AMS Sustainability and ~~project teams affiliated parties (UBC SEEDS, student groups, external vendors)~~
- Maintain organized records of projects to enable smooth transitions in ~~the~~ future
- ~~Works~~ with the AMS mission statement and values to operate a successful department
- ~~Ensure longevity of previously completed, long-term projects~~
- 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 is an asset~~
- Experience with project management an asset
- Good communication and interpersonal skills
- Knowledge of mechanical, electrical and software engineering concepts is an asset, ~~but is not required~~
- 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 is an asset