



Student Society
of UBC Vancouver

Job Description

Position title:	Sustainability Fund Administrator
Reports to:	<u>Sustainability Manager Coordinator Vice-President Finance</u>
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1 – April 30 (1 year)
Hours per week:	10-15
Compensation:	Tier 1
Date revised:	March 2014 2017

Position Purpose

The ~~AMS~~ Sustainability Fund Administrator ~~is responsible for the~~ will ensure timely operation and distribution of the AMS Sustainability Projects Fund, ~~and its related student projects.~~ -The Administrator will chair and 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 that have been approved for funding. This position is responsible for reimbursing project teams and working closely with Vice President Finance to ensure the fund is financially stable and the budget is updated continually. This position must also ensure accurate records are kept of all fund activity and SPF committee meeting minutes. ~~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

- Work with AMS Communications to eEnsure the AMS Sustainability website at <https://www.ams.ubc.ca/sustainability/ams-sustainability-projects-fund/http://amssustainability.ca> is updated with SPF submission deadlines and committee meeting dates for the year content from student projects on a regular basis
- Coordinate and chair monthly SPF committee meetings, record accurate meeting minutes, and ensure meeting materials are distributed to committee members on a timely basis
- Oversee and follow up with SPF projects that received funding
- Manage all funds related to the SPF, which includes reimbursing projects, maintaining the annual budget, working closely with Vice President Finance, and keeping accurate records of all necessary fund documentation
- Work with the AMS Sustainability Manager Coordinator to create action plans for all annual projects and goals
- Organize a Sustainability Fund Projects Showcase at the end of the winter term each term
- 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
- Evaluate and update sustainability projects committee policy and criteria as needed
- Support the AMS Sustainability Projects Fund through coordinating regular meetings and ensuring meeting materials are distributed to committee members on a timely basis
- Meet with potential and current fund applicants when required 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 ~~managing funds or budgets an asset~~ ~~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