

Proposal for increase in work hours for the Sustainability Projects Coordinator

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The Sustainability Projects Coordinator position plays an integral role in the Sustainability Office of the AMS. This position provides project continuity, as well as a working knowledge of historical, ongoing and new sustainability projects, with the ability to relate to current building operation standards. A technical background has not been a requirement in the past, but we are fortunate to have a current Coordinator with such experience in physics and engineering.

Below is the position description for the previous New SUB Sustainability Coordinator, whose role has since been incorporated into the Sustainability office as the Sustainability Projects Coordinator:

New SUB Sustainability Coordinator

The New SUB Sustainability Coordinator is responsible for overseeing New SUB sustainability initiatives, and managing the implementation of SEEDS (Social Ecological Economic Development Studies) projects. This year, this position will be addressing a number of overdue New SUB SEEDS sustainability items (as the position went unfilled for a number of months). The New SUB Sustainability Coordinator, in coordination with the New SUB Project Committee and the VP Admin, is launching the New SUB Sustainability Working Group as a way to engage students in sustainability initiatives and ensure their implementation. Furthermore, the New SUB Sustainability Coordinator is responsible for managing SEEDS projects for the New SUB, and providing the support to students and staff for these objectives to be realized. Over the course of the year, the New SUB Sustainability Coordinator will bring major sustainability decisions, both of SEEDS and non-SEEDS origin, to the Working Group for discussion and final direction. To achieve New SUB sustainability objectives, the New SUB Sustainability Coordinator liaises with AMS staff, UBC staff, the UBC SEEDS Program, the New SUB Project Committee, and additional stakeholders. Every month, this position is tasked with providing New SUB sustainability updates to the general student body through the project website – mynewsb.com – and through periodic open houses and engagement opportunities.

General workplan breakdown

New SUB Sustainability Working Group preparation, meetings; SEEDS project management, evaluation, and implementation = 80% of hours

Communications, promotions, and other tasks and meetings = 20% of hour

Aside from the New SUB Sustainability Working Group, which is no longer in commission, the description of tasks and project responsibilities are identical to the work carried out by the current Sustainability Projects Coordinator, for whom the above is just a portion of their work week.

Below is an excerpt from the position description for the current Sustainability Projects Coordinator:

Sustainability Projects Coordinator

Position Purpose:

The Sustainability Projects Coordinator will assist the Sustainability Coordinator in the initiation and implementation of projects with emphasis on the New SUB, UBC SEEDS projects, as well as internal projects that improve and measure the success of the AMS Lighter Footprint Strategy.

Duties and Responsibilities:

- *Maintain and develop internal sustainability projects and programs as directed by the Sustainability Coordinator*
 - *Assist with external 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*
 - *Attend New SUB Committee meetings*
 - *Maintain effective communication between the New SUB Committee, and the Sustainability Coordinator*
 - *Empower the New SUB Committee members, AMS Staff, and UBC students to be actively involved in behavioural and operational sustainability initiatives and strategies for the New SUB and for the AMS.*
 - *Maintain organized records of projects to enable smooth transitions in future*
 - *Works with the AMS mission statement and values to operate a successful department*
 - *Other duties as required*
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As evident when comparing the two job descriptions, the Sustainability Projects Coordinator has duties and responsibilities that match the prior New SUB Sustainability Coordinator duties and responsibilities, as well as going above and beyond by encompassing all sustainability research projects, not just ones pertaining to the New SUB. The Sustainability Projects Coordinator is a position that requires attention to detail, multitasking as well as effective interpersonal communication both internally and with external stakeholders.

Comment [S1]: The New SUB Sustainability Committee has not been in existence this year. I do see potential in having an AMS Sustainability Committee, but if this goes ahead I think it should be run by all at the sustainability office to ensure its success.

Comment [S2]: Is this continuing into next year?

Therefore, it is my objective to request for the Sustainability Projects Coordinator to work for fifteen (15) hours per week at \$11.25 per hour (Tier 2), similar to the previous New SUB Sustainability Coordinator position. This will provide appropriate compensation for the amount of work involved, the expertise that is provided in project coordination, as well as a rewarding experience for the person who takes on this position.