



Job Description

Position title:	Sustainability Projects Coordinator
Reports to:	Sustainability Coordinator
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1 – April 30 (1 year)
Hours per week:	15
Compensation:	Tier 2
Date revised:	March 2016

Position Purpose

The Sustainability Projects Coordinator will assist the AMS Sustainability Coordinator in the initiation and implementation of 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 sustainability projects and programs as directed by the Sustainability Coordinator
- Assist with student research projects (working with SEEDS, interested staff, faculty and graduate students) in conjunction with the Sustainability Coordinator
- Assist the Sustainability Coordinator in conducting evaluation of SEEDS projects and other sustainable initiatives
- Chair project meetings between AMS Sustainability and affiliated parties (UBC SEEDS, student groups, external vendors)
- 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

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
- Good communication and interpersonal skills
- Knowledge of mechanical, electrical and software engineering concepts is an asset
- 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