

**Position title:** Sustainability Projects Coordinator

**Reports to:** Sustainability Manager

**Supervises:** None

**Employee status:** Term, Appointed

**Length of term:** May 1 – April 27 (1 year)

**Hours per week:** 15

**Compensation:** Tier 1

### **Position Purpose**

The Sustainability Projects Coordinator will assist the AMS Sustainability Manager 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 sustainability projects and programs as directed by the Sustainability Manager
- Assist with student research projects (working with SEEDS, interested staff, faculty and graduate students) as directed by the Sustainability Manager
- Report directly to the Sustainability Manager
- Assist the Sustainability Manager in conducting evaluation of SEEDS projects and other sustainable initiatives
- Chair the New SUB Sustainability Committee and coordinate the committee's efforts to implement sustainability strategies and initiatives as directed by the Sustainability Manager
- Maintain effective communication between the New SUB Sustainability Committee, the New SUB, and the Sustainability Manager
- Empower the New SUB Sustainability Committee members and UBC students to be actively involved in behavioural and operational sustainability initiatives and strategies for the New SUB
- Attend New SUB Committee meetings
- 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
- 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 is an asset

**TO APPLY:**

Please submit a resumé and cover letter by clicking "Apply Now" below. Also, provide your interview availability at this link: <http://doodle.com/poll/7ri9s9f7b8p2eifk>

**Deadline:**

All shortlisted candidates must be available to meet for interviews between \_\_\_\_\_. Roles and responsibilities are subject to change pending Executive and Council approval.

Thank you for your interest at the AMS. Due to the large volume of resumes we receive at the AMS, we are only able to contact those we are interested in interviewing and cannot reply to email/phone/walk-in inquiries regarding application status.

The AMS is an equal opportunity employer.