**Job Description- Director Administrative Sustainability**

**Reporting to the VP Admin and Finance, working with Executive Director of Facilities:**

1. **Liaison with the Bloomberg 30/10 Challenge**
2. Attends meetings and events, “PR”; Semiannual updates and reports
3. Annual GHG inventory, and tracking and reporting progress toward the 30/10 goals
4. **Liaison with AASHE on Admin items GHG 7 tangible actions**
5. Semiannual reporting and tracking of commitments and 7 tangible actions items
6. Purchasing of RECS (green electricity) and carbon credits
7. **Conducts GHG inventory annually for Bloomberg and AASHE**
8. Obtain utility, solid waste, commuter and business travel data
9. Format and calculate GHG (software); Compare to previous years
10. **Develops Climate Action Plan and recommendations for initiatives and implementation steps**
11. Developed and submitted a Climate Action Plan for Bloomberg and AASHE
12. Recommend action steps as outlined in the Climate Action Plan
13. Assist in implementation of the GHG/Energy project
14. **GHG/ Energy Reduction Project**
15. Works with Facilities and Princeton Energy to develop an RFQ, RFP and select an ESCO
16. Assist in obtaining an IGA and in developing a project proposal
17. Assist in project implementation
18. **Grant and Rebate Applications and Administration**
19. Applies for and tracks grants and rebates from KREGGE, NYSERDA, EPA, Feds, Utilities
20. Works with academia on the FIPSE grant
21. Green Careers and Business Center- $90K
22. **Coordinates the sustainable portion of The Pratt America Reads- Goes Green Initiative**
23. Co-manages events- Costumed Readout/Green Expo, Sustainable Spelling Bees
24. Works with Pratt Tutors on Sustainable Education Practices
25. Works with America Reads- Summer Youth Program (sustainability section)
26. **PR**
27. Website, Attends sustainability functions, Gateway articles
28. Monthly Green Lunches with CAST- Campus Administrative Sustainablity Team
29. **Coordinates with academia on campus events such as Green Week**
30. **Works with Academia**
31. Campus as a Living lab project- (last year)
32. Founded and directed 10 student Eco Reps (last year)
33. **Promotes Sustainability- “Vision”**
34. Gadfly questioning- do these actions help us meet our sustainability commitments
35. Design, operations, purchasing, etc.
36. Guest companies and experts to promote sustainability
37. Wattstopper, Lutron
38. Paul Mankiewicz- The Gaia Institute- storm water management and use
39. Geothermal- **FIPSE grant and Ball State University**
40. Renewable Energy Demonstration Projects
41. Develop a vision for The Conversion of a 19th Century to 21st Century Campus
42. **Works with Executive Director of Facilities on:**
43. Sustainability advocate for 536 Myrtle Avenue
44. Meeting Bloomberg and AASHE goals
45. Improving sustainability of design and operations
46. Benchmarking design and operations
47. **Other**