

## Sustainability Program Coordinator/Conservation Specialist

### **Job Summary**

- Develops new initiatives, analyzes results, and manages the, conservation, recycling and general greening programs for WVU. Through the process of continually seeking out opportunities and developing these programs, procedures and protocols, policy is developed and set for the institutional conservation efforts.

### **Duties & Responsibilities**

- Develops new initiatives, analyzes results, and manages the, conservation, recycling and general greening programs for WVU. Through the process of continually seeking out opportunities and developing these programs, procedures and protocols, policy is developed and set for the institutional conservation efforts.

- Serves as the lead position within the Conservation department. This position is highly visible to the media and constituency groups on a national, regional and local basis. The incumbent must have a high degree of professional savvy and a long-range view of institutional communications. Without the correct professional seasoning, simply stated comments could prove detrimental to the growth and well-being of the Facilities Management conservation programs. Represents WVU to the media, i.e. television and radio; prepares and delivers public announcements and press releases pertinent to the program.

- Constantly works to promote the Facilities Management Conservations programs through all available media outlets including internal and external sources to the institution.

- Serves as the chief administrator of the single--stream recycling program and works to ensure that WVU maintains a competitive edge in dealing with vendors. Balances the business model of the program with the department mission of recycling and through strong leadership provides the connections to be successful.

- Leads, oversees, maintains, and improves all University-wide recycling programs, which includes managing contracts for all outsourced services; arranging special collections with customers and vendors, managing budgets for recycling accounts, responding to complaints, and special requests for service. Tracks and maintains data on annual totals for recyclables collected.

- Develops and maintains a volunteer based structure capable of completing complex projects and tasks with minimal direct support.

- Consistently searches for opportunities to reduce costs associated with recycling and waste management including searching for sources of reimbursement and offsetting revenues.

- Represents the university at meetings, conferences and educational seminars both on campus and off, to further promote and explain the WVU FM Conservation programs to student organizations and to faculty members of various schools, as well as outside interested parties. Production of all promotional and educational materials for the program, as well as conducting promotional campaigns to promote and expand all conservation oriented programs.

- Reviews data to determine feasibility of program expansion, and the timeline with which it should be executed. Compiles information, prepares reports and makes projections as required by administration;

interacts with other University recycling officials to gather information on other programs and apply as deemed appropriate.

- Acts as liaison between University and students, staff and faculty; communicates program status and changes campuswide at all levels of administration and to students, staff and faculty. Work with Deans and Directors to establish recycling operations building by building; attends city solid waste task force meetings, as the University representative, to ensure that the needs of WVU are represented in any new waste contracts. Serves as the WVU representative to the regional campuses as needed.

### **Education**

Bachelor's degree in sustainability, environmental studies, physical sciences, social sciences or business. An appropriate level of education and equivalent years of experience may be considered.

### **Experience**

3-5 years

- Experience with solid waste management issues as they relate to large institutions
- Experience with leading large and diverse groups towards a common goal

2-3 years

- Speaking/leading large groups and serving as the point of contact for institutional programs