

Sustainability Manager

Classification Selection

Classification Information

Job Title	Sustainability Manager
Job Code	
FLSA	Exempt
Position Type	Staff
Union Position?	No
Job Family	Specialist
DBM	

Employee Details

Seated User

Details

Username	DHusemoller
First Name	David
Last Name	Husemoller
Work Email	DHusemoller@CLCILLINOIS.EDU
Job Title	Sustainability Manager
Org Unit	College of Lake County

Employee Information

Employee Information

Employee First Name	David
Employee Last Name	Husemoller

Position Details

Position Information

Department Account Number	xxx
Position Title	Sustainability Manager
Position Number	1177
Pay Rate	Salary is competitive.

FTE	1
Job Summary	<p>The Sustainability Manager will organize the delivery of programs and services for the college's Sustainability Center. The Sustainability Manager will work in collaboration with CLC faculty and staff, local government agencies, not-for profits, and other agencies and organizations to support the college's sustainability efforts around the campus, in the curriculum, and throughout the community. The Sustainability Manager will be directly involved in providing services to students, faculty, residents, businesses, and others seeking information, resources, and training in the areas of sustainability.</p>
Summary of Essential Functions	<p>1. Develops, organizes, and implements programs, events, and activities to further the strategic purposes of the Illinois Green Economy Network (IGEN). 2. Collaborates with other members of IGEN to share curricula and best practices. Attends IGEN retreats, webinars, and meetings to meet grant requirements. Participates in statewide and regional subcommittees and task forces per IGEN guidelines. 3. Adheres to grant guidelines and reporting requirements per IGEN and other sustainability awards, including maintaining project records and submitting required reports. Supports grant proposals by researching and preparing documentation to reflect the role of the CLC Sustainability Center. 4. Supports campus sustainability efforts through participation on the Environmental Action Committee, collaboration with student clubs and SGA, promotion of behavior changes to enhance sustainable practices, and coordination of the CLC Sustainability Center (supervision of student workers, accepting visitors, setting up resources). 5. Supports the Community Partners for Sustainability group by coordinating quarterly meetings and events, managing the distribution list, and serving on the annual sustainability conference planning team. 6. Works closely with operations and campus services departments to identify, initiate, support, and institutionalize resource conservation practices focused on waste reduction, energy and water conservation, environmental purchasing, dining services, landscaping, etc. 7. Creates and maintains planning documents related to sustainability at CLC including, but not limited to, Sustainability Operations Plan, STARS, President's Climate Commitment, Climate Action Plan, Illinois Higher Education Compact, and Recyclmania. 8. Ensures the continual development of web-based representation and press releases/newsletter articles to cultivate continual interest in CLC and IGEN. 9. Supports the development of proposals in cooperation with academic and workforce departments for new training and curriculum projects. 10. Represents CLC at public meetings as needed to make contact with businesses, organizations, and municipalities in order to update the institution on new trends and initiatives. Conducts presentations as requested. 11. Demonstrates a positive attitude, a strong environmental ethic, and a team approach toward accomplishing institutional goals. 12. Demonstrates the ability to build strong relationships with business, non-profit, and government sectors in an effort to respond to their sustainability needs. 13. Performs other related duties as assigned.</p>
Required Qualifications	<p>1. Bachelors Degree in Environmental Studies or related field 2. Community college, not-for-profit, or corporate experience 3. Highly developed and effective oral and written communication skills 4. Strong organizational and project management skills as demonstrated by work experience 5. Ability to travel locally and regionally</p>
Desired Qualifications	<p>1. Experience working in collaboration with multiple entities in the development and implementation of programs and services 2. Experience working with governmental agencies, not-for-profits, and businesses 3. Experience collaborating with multiple entities in the delivery of programs or services</p>

4. Ability to research, gather information, and document activities, programs, and outcomes

Full-Time/Part-Time	Full-Time
Regular/Temporary	Regular
Shift	None
Union Code	No Union Code
Grant Funded	
Location	Grayslake
Total Hours Per Week	40
Work Schedule	M -- F, 8:00 am -- 4:30 pm Core hours will vary in accordance with the needs of the College.
Level 1 Users with Access	

Proposed Essential Function

Proposed Essential Function

Position Supervisor

No supervisor position description specified.

Position Documents

No documents have been attached.