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| Tufts UniversityJob Description  |
| **Job title:** Education & Outreach Administrator | **Date:** May 11, 2016 |
| **Reports to (name and title):** Tina Woolston, Sustainability Program Director |
| **Department:** Office of Sustainability |
| **FLSA status:** [ ] **Non-Exempt** [x] **Exempt**  | **Band & Pay Zone:**  |

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| **Department Summary** *(Briefly describe the purpose and activities of the department)***:** Tufts Office of Sustainability serves as a resource, a catalyst, and an advocate for environmental sustainability at Tufts. The Office is supported by the university and works to: * Enhance Tufts' reputation as a leader.
* Ensure that Tufts' sustainability efforts are comprehensive and focused on meaningful projects.
* Identify, evaluate, and implement opportunities for sustainability leadership.
* Promote the strength of Tufts’ sustainability efforts.
* Measure Tufts' progress toward commitments and regional goals.
* Identify sustainability opportunities that may provide Tufts with significant benefit such as reduced risk, financial savings, and avoided problems/fines.
* Integrate sustainability issues into research, scholarship and student life.
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| **Job Summary** *(Summarize the positions key responsibilities)***:** The Education and Outreach Program Administrator is responsible for managing the design, implementation, and evaluation of innovative campus‐wide education, outreach, and engagement strategies to increase the practice of sustainable behaviors, enhance awareness of Tufts’ sustainability initiatives and accomplishments, and foster a culture of sustainable decision-making and action at Tufts. This position develops, manages, leads, and evaluates both student and employee education and behavior change programs, such as the student Eco-Reps program and employee Eco-Ambassador and Green Office Certification programs. S/he develops and implements creative and innovative trainings, resources, campaigns, and events to foster sustainable behavior among staff, faculty, and students across the university’s three campuses. This individual also collaborates with a diverse array of divisions, departments, offices, and student groups across the university to educate and train their members, provide strategic guidance on the development and implementation of sustainability initiatives and programs, and advance university-wide sustainability projects and goals.  |
| **Essential Functions:**  |
| **Eco-Ambassador Program*** Manage the Tufts Eco-Ambassador program to engage staff and faculty on sustainability issues at the university.
* Organize and lead regular training sessions for employees, including recruiting participants, developing training content and educational activities, leading workshops, and performing regular program evaluation.
* Provide ongoing guidance to Eco-Ambassadors in the development and implementation of office sustainability initiatives; hold 1-1 consultations with participants and advise them in the creation of community-based social marketing plans.
* Oversee the Eco-Ambassador grant program, including soliciting, reviewing, and approving grant proposals.
* Devise strategies for maintaining engagement of Eco-Ambassador alumni, including producing an Eco-Ambassador newsletter and organizing field trips.
 | 15% |
| **Green Office Certification Program*** Manage the Green Office Certification Program that guides departments through the implementation of office sustainability initiatives and improvements and recognizes them for their efforts.
* Publicize the program to the university community, recruit offices to participate in the program, develop and update program resources, including a Green Office Checklist and other tools, provide ongoing guidance and support to participating offices, and develop recognition opportunities and incentives for certified offices.
 | 10% |
| **Employee Education & Outreach*** Serve as a resource and conduit for delivering sustainability information to university employees.
* Provide sustainability and behavior change expertise, guidance, and training to offices implementing sustainability projects and initiatives. Support the activities of office, building, and campus-wide green teams.
* Design and implement training materials and resources on behavior change-related topics; develop and deploy strategies for reaching new and current office staff and faculty.
* Liaise with, and provide guidance and resources to, other offices, departments, and divisions at the university, and represent the Office of Sustainability at a variety of meetings and events.
 | 10% |
| **Eco-Rep Program*** Manage the student Eco-Rep program to foster behavior change and sustainable living in the residence halls.
* Directly oversee student Eco-Rep coordinator and assistant coordinator as well as all program campaigns, initiatives, and events. Work with student coordinators to plan Eco-Rep orientation and weekly meetings, and oversee all hiring activities and personnel issues.
* Liaise with other offices and departments to obtain and maintain support, buy-in, input, and resources for the Eco-Rep program, including facilitating the Eco-Rep Board of Advisors.
 | 20% |
| **Student Education & Outreach*** Develop and deliver trainings, presentations, and resources tailored for various student populations across the university, both during new student orientations and throughout the academic year.
* Advise students and student groups on the implementation of various projects and event planning.
 | 10% |
| **Data Collection*** Manage the completion of the AASHE Sustainability, Tracking Assessment and Rating System
* Manage the collection of Climate Leadership Data
 | 5% |
| **Events*** Conceptualize, design, and coordinate campus- and university-wide sustainability events, including Zero Waste Week, Earth Day, Campus Sustainability Day, Car Free Week, and Bay State Bike Week.
* Provide strategic sustainability guidance and insight in the logistics and organization of other large university events, such as the President’s Picnic.
 | 10% |
| **Other Program Organization & Development*** Develop content for, edit, and help oversee office communications and outreach materials, including the annual campus sustainability progress report.
* Play an active role in the development and deployment of strategic university-wide sustainability projects and initiatives in close collaboration with other university departments and colleagues.
* Provide ongoing and as-needed support and assistance to the Sustainability Director on a range of issues and projects.
 | 10% |
| **PR & External Outreach*** Respond to external requests for information about Tufts’ sustainability programs.
* Promote Tufts’ sustainability efforts both internally, such as by giving interviews to the Tufts student newspaper, and externally, such as by sharing information about Tufts’ sustainability programs with other universities.
* Liaise with sustainability students and staff at other institutions; research other institution’s sustainability efforts to incorporate best practices into Tufts’ sustainability programs.
* Represent the Office of Sustainability and Tufts at a range of conferences, meetings, and events.
 | 5% |
| **Administration*** Oversee hiring and onboarding for new office staff.
* Recruit, interview, hire, and manage student interns; oversee student intern projects.
* Oversee the office’s payroll and time entry.
* Manage education and outreach budget, as well as Eco-Rep program budget.
 | 5% |
| *This description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the organization.* |
| **Minimum Required Experienc**e**, Education, Background, and Certifications/Licenses** (*Consider the education, experience, licenses, and technical or specialized skills required to perform this job.*)**:** * ***Years of related experience required:*** 3-5 years direct experience in community engagement campaigns, campus and office sustainability, and/or training.
* ***Required education:*** Bachelor’s Degree
* ***Special licenses required:*** N/A
* ***Required computer/technical skills:*** Strong knowledge of Microsoft Office (Word, PowerPoint, Excel).
* ***Other (Describe – i.e., lifting, domestic/foreign travel, foreign language):***
	+ Direct experience in sustainability, community based social marketing, institutional change, and community engagement campaigns.
	+ Strong oral and written communication skills. Experience leading in-person training programs. Strong public speaking, presentation, facilitation, and meeting management skills.
	+ Ability to develop program and training materials for a variety of target audiences.
	+ Strong organizational, analytical, and problem solving skills.
	+ Ability to thrive in a fast-paced environment and manage multiple concurrent projects with competing deadlines while maintaining strict attention to detail.
	+ Ability to work both independently and collaboratively in a highly diverse, team-based environment.
	+ Demonstrated interest in and knowledge of environmental sustainability issues, green living, energy conservation, recycling, climate change, behavior change strategies, etc.Resilient personality with a high degree of flexibility, adaptability, and general ability to respond to emerging opportunities in a constantly changing environment.
	+ Well organized and detail oriented
	+ Positive, can-do attitude.
	+ Creative, enthusiastic, and entrepreneurial with a high level of energy and initiative.
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| **Additional Preferred Experience, Education, etc.** *(Consider preferred qualifications including additional education, experience, or other job related skills.)***:** * Ability to gauge program effectiveness from community feedback and implement improvements to processes or the curriculum as needed.
* Experience with web content management tools, blogs, newsletter engines, such as Mailchimp, web-based collaboration tools (Box, Asana, etc.), and training platforms.
* Experience designing and running Community-Based Social Marketing (CBSM) campaigns.
* Experience conducting research on environmental and change management issues.
* Experience coordinating and engaging with diverse stakeholder groups.
* Ability to produce accurate and reliable statistics.
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* Ability to lift up to 25 pounds.
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| ***An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.*** |

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|  Physical and Mental Requirements:The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. The information below is needed to assist the university in meeting these regulations. Check all that apply: ***Physical Demands:***

| [x]  Standing | [x]  Lifting  | 25  |  Lbs. | [ ]  Pushing/Pulling | [ ]  Driving |
| --- | --- | --- | --- | --- | --- |
| [x]  Walking | [x]  Carrying | [x]  Hearing | [x]  Speaking |
| [x]  Reaching | [x] Writing | [ ] Squatting/Kneeling | [x]  Seeing |
| [ ]  Climbing | [ ]  Pushing |  |
|  Other:  |

***Physical Environment:***

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| [ ]  Chemicals | [ ]  Carcinogens | [ ]  Dirt | [ ]  Animal Tissue/Fluids |
| [ ]  Bio hazardous Mat. | [ ]  Toxic Chemicals | [ ]  Radiation |  |
| Other:  |

***Mental Demands:***

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| [x]  Detailed Work | [x]  Reading | [x]  Periods of Concentrated Attention |
| [x]  Frequent Deadlines | [x]  Frequent Interruptions | [x]  Multiple Concurrent Tasks  | [x]  Frequent Contact with People |
| Other:  |

***Occupational Exposure:***

| [ ]  Research/Lab Animals | [ ]  Domestic Animals | [ ]  Livestock/Horses | [ ]  Wildlife |
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| Other:  |

| **Working conditions** *(Consider exceptional working conditions, travel requirements, non-standard work schedule, occupational exposures, etc.****)*** While based on the Medford/Somerville campus, this individual will be expected to periodically travel to Tufts’ campuses in Boston and Grafton. This position also entails periodic work outside of conventional office hours (e.g. in evenings, on weekends). Tufts University has many research laboratories as well as clinics for dental and veterinary medicine. This position may have incidental exposure to animals and chemicals on an occasional basis (e.g. talking to a professor in their laboratory or evaluating recycling containers in a clinic).  |
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| **University Mission:** Tufts is a student-centered research university dedicated to the creation and application of knowledge. We are committed to providing transformational experiences for students and faculty in an inclusive and collaborative environment where creative scholars generate bold ideas, innovate in the face of complex challenges and distinguish themselves as active citizens of the world. |
| **Tufts Competencies:** Tufts competencies describe the knowledge, skills and behaviors required to effectively perform a job in the university:**Expertise:** Requisite skills for the position; sharing of expertise; support of others in learning and skill building; pride in work; commitment to professional development.**Interaction with Others:** Demonstrated communication skills; openness to different viewpoints; respect shown for others; collaboration on joint projects and decisions; ability to give and receive candid and helpful feedback.**Continuous Improvement:** Measurable improvement made in systems or processes; system efficiency; innovation and creativity; commitment to generating new solutions and ideas.**Customer Focus:** Attention to and focus on customer satisfaction; effective and appropriate relationships with customers; successfully anticipate and meet the needs of both internal and external customers.**Resourcefulness and Results:** The ability to work effectively in a variety of situations; demonstrating good work habits, flexibility and initiative; using multiple resources to achieve desired results; seeking input and assessing risks when decision making; committing to getting things done.**Leadership:** Model desired behavior for position; act as catalyst for change through positive energy. (For management positions refer to the Leadership Competency Model.) |

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| **Approver Name:**  | **Title:** | **Date:**  |