



May 14, 2012

POSITION DESCRIPTION SUSTAINABILITY COORDINATOR

DESCRIPTION OF WORK

The WKU Sustainability Coordinator works under the direct supervision of the Vice President for Campus Services and Facilities. The main responsibility of this position is to interact directly with students, faculty, staff and the community on a wide range of sustainability initiatives. The principal objective of this position is to develop ideas, programs and policies that advance sustainability goals for Western Kentucky University. The Coordinator will foster partnerships among academic, research, and operational and administrative departments, utilizing existing in-house expertise, peer institution practices, and published research and literature, to evaluate current practices, recommend development of sustainable initiatives, and develop detailed implementation plans to advance sustainability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, implement, and evaluate comprehensive sustainability programs. Integrate sustainability principles into the operational and educational functions of the University
- Develop and implement outreach activities including seminars, conferences, workshops, short courses, and other programs related to sustainability geared toward achieving buy-in and habit transformation from student, faculty, staff and community members
- Assist in defining goals, performance metrics and a long range plan for sustainability, conducting economic, social, and policy cost-benefit analyses of sustainability and environmental initiatives
- Work closely with campus stakeholders to ensure compliance with annual reporting and other sustainability policies. Work with appropriate campus units to assist them in developing more sustainable practices
- Coordinate and/or participate in public relations activities to include preparing and supervising the production of a website, brochures, newsletters and other promotional materials and/or publications, preparing press releases, designing ads and fliers, and responding to inquiries
- Serve as the conduit for communication between students, faculty, staff, parents, alumni and community members with environmental concerns and ideas
- Identify, seek, and secure grant funding, corporate partnerships, and other savings programs to leverage campus resources and further advance campus sustainability efforts. Assist in the preparation of budgets and grants. Oversee the execution of projects receiving grants
- Recruit, interview, hire and manage student interns performing research work on sustainability projects with well-defined deliverables
- Conduct a bi-annual carbon emissions inventory for the campus, and develop a comprehensive plan of projected initiatives in response to the emissions inventory findings
- Act as Responsible Party for bi-annual completion of AASHE STARS survey.
- Enhance WKU's reputation as a leader in sustainability in institutions of higher education

MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS

- Master's degree in related field required.
- Four years of relevant experience facilitating environmental or sustainability programs, to include: sustainability/environmental stewardship; green buildings; waste minimization; strategic planning and policy development; energy efficiency and conservation; budgeting; facilitating collaborations; written and verbal communication; data collection, measurement, and verification.

ABILITIES

- A strategic thinker with strong interpersonal and communication skills
- Ability to effectively educate and motivate a diverse student, faculty, and staff population
- Demonstrated ability to manage and prioritize multiple tasks, and to work with shifting priorities and schedules
- Ability to build collaborations across a comprehensive campus community to advance sustainability goals.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Ability to devise and carry out data collection and analysis methodology to demonstrate the failure/success of programs implemented in a complex environment with many constraints
- Ability to produce clear written documentation for technical and non-technical audiences, including press releases, annual sustainability report, grant proposals, and other collegiate documents
- Ability to speak persuasively and confidently to large and diverse audiences
- Understanding of basic energy concepts and issues, including energy sources, flows, systems
- Ability to calculate full cost analysis and return on investment for products and projects

COMPUTER SKILLS

- Proficiency with Windows, Microsoft Office, graphic design and web publishing products will be essential
- Demonstrated ability to design and produce visually stimulating materials for effective message communication will be necessary