

WORK-STUDY JOB DESCRIPTION 2016-2017

Job title: Sustainability Office Manager
Department name: Sustainability
Supervisor: Director of Sustainability

Brief description of job duties, responsibilities, and activities:

This highly skilled position is responsible for assisting the director of sustainability in day-to-day tasks, including but not limited to management of waste diversion systems, data collection and reporting, strategic planning, carrying out tours and other sustainability presentations, and running the office when the coordinator is unavailable. The office manager is responsible for a large portion of the day-to-day management of the recycling and compost crews, the reuse manager, and the events and communications specialist with oversight from the director of sustainability. This position's duties will expand the triple bottom line as outlined below.

Environmental Sustainability:

- Serve as the immediate supervisor for all work-study positions within the office.
- Attend recycling and compost meetings, help the crew make their schedules, and ensure timely pick-ups and disposal of recyclable and compostable waste.
- Serve as a mentor to the events and communications specialist, ensuring that events and communications are done with quality, and training the student to take over as office manager someday if that person exceeds expectations.
- Serve as decision-maker for items involving the sustainability office when director is unavailable.
- Assist in data collection and analysis for waste, energy, ghg emissions, and all elements of the STARS reporting system
- Help the director create and implement strategic plans that advance the goals of the sustainability office.
- Greet people entering the office and periodically check the voicemail office email

Social Sustainability:

- Assist the director at events, trainings, orientations, and meetings (especially Green Job Corps training)
- Represent the sustainability office at events, trainings, orientations, and meetings when the director is absent.
- Help maintain a "safe zone" in the office and work creatively to engage diverse constituents in sustainability efforts.

- Evaluate sustainability event certification applications submitted by clubs and work with clubs to point out opportunities to make their events more sustainable

Economic Sustainability

- Through data collection and analysis, the office manager will provide important details the College needs to make financially sound decisions on sustainability initiatives
- Think of creative ways for the sustainability office to operate more efficiently, such as through waste collection systems or day-to-day prioritizing of sustainability initiatives that have the greatest impact.

Qualifications/requirements:

- Experience in a management role at a volunteer organization or business, or experience as the events and communications specialist for the sustainability office.
- A strong passion for and commitment to the goals of the sustainability office at Green Mountain College (including, but not limited to, the triple bottom line of environmental, social, and economic capital)
- Ability to engage and inspire diverse constituents in a cause
- Knowledge of energy, economics, recycling, composting, social diversity and advocating for sustainable causes a plus.
- Confident at public speaking or motivation to become confident at public speaking a plus.