



POSITION DESCRIPTION

Sustainability Program Manager : McSain, Audrey

POSITION SUMMARY

S72490 - Sustainability Program Manager

Department: Office of Sustainability

Current Employee: McSain, Audrey

User Role: General

Job Family: Technical/Scientific

Grade: 9 - 40

FLSA Classification: Exempt

Direct

Supervisor/Manager Title: Sustainability Officer

Next Level

Management Title: Exec Dir of Business Services

Adverse Weather Designation: Non-Instructional Staff

Position Purpose: The Sustainability Program Manager will meet the University's advancement of sustainability strategies and goals by operationalizing sustainability commitments. The Sustainability Program Manager will also increase awareness of sustainability on campus and beyond. A successful candidate will excel at the development, management and improvement of core programs, events and initiatives and at identifying new innovative opportunities. The Sustainability Program Manager will demonstrate a history of creativity, successful collaboration and relationship building, good communication and marketing skills, and a focus on high impact, transformational change.

KEY ACCOUNTABILITIES

Accountability # 1

Accountability: Program Management: Develop, implement, improve and manage programs that promote sustainability throughout campus operations

Supporting Activities: Manage, improve, expand and develop new campus programs designed to engage students, faculty and staff in sustainability initiatives. Ensure alignment

of programs with behavior changes that support operational sustainability goals.

Prepare and manage program budgets

Manage and report on project/programs and Office of Sustainability metrics and develop impact evaluations

Develop and/or support departments' planning, goal setting and implementation efforts towards campus operational goals that advance our sustainability performance

Impact/Outcome:

**Provide
additional
information if
desired:**

Accountability # 2

Accountability: Outreach and Engagement: Develop a culture of sustainability on campus through outreach and engagement initiatives

**Supporting
Activities:** Act as an effective advocate and collaborator for advancing a culture of sustainability at Lehigh by developing and maintaining partnerships with campus departments and groups

Support sustainability working groups and committees, as necessary

Represent Lehigh in local, regional & national organizations, events & conferences

Integrate sustainability into existing and new Lehigh programs, events and activities

Oversee Bethlehem Farmers Market including supervision of Farmers Market Manager., associated budget, marketing, and community outreach

Coordinates, supports, and expands opportunities for faculty, staff, students and administrators to learn about sustainability issues throughout the academic and operational dimensions of University life

Mentor student leaders into sustainability change agents with an affinity for Lehigh and sustainability

Impact/Outcome:

**Provide
additional
information if
desired:**

Accountability # 3

Accountability: Events Management: Organize events that promote sustainability and engage target audiences

Supporting Activities: Prepare and manage events budgets

Plan Earth Day fair and organize Earth Week activities

Facilitate participation in national environmental and sustainability events and competitions

Facilitate participation in Lehigh-specific or local events and competitions

Monitor and evaluate the effectiveness of events with the goal of continual improvement

Impact/Outcome: Raise awareness of sustainability initiatives and progress

Provide additional information if desired:

Accountability # 4

Accountability: Marketing/Communications: Build awareness and recognition of Lehigh's sustainability brand, leadership, progress and overall story by communicating and marketing sustainability efforts and initiatives

Supporting Activities: Foster awareness of the institution's sustainability leadership and efforts via marketing strategies and frequent communication through diverse venues

Develop planning and coordination of an internal marketing and communication strategy focused on current programs, events, people and initiatives related to sustainability. Collaborate with other campus departments, when necessary.

Assist external-facing departments like Communications Office, Admissions, Colleges, and Development and Alumni Relations in developing content and securing external coverage of sustainability initiatives

Collect and analyze metrics to improve outreach and engagement

Impact/Outcome:

Provide additional information if desired:

Accountability # 5

Accountability: Employee Supervision: Hire, mentor and build a team of student employees

Supporting Activities: Write and advertise job descriptions

Recruit, hire and supervise student employees

Organize staff orientation, paperwork, team-building

Conduct regular meetings to track progress and provide mentorship as needed

Plan weekly staff meetings and staff trainings

Communicate Lehigh policies and procedures for all new student hires

Impact/Outcome:

Provide additional information if desired:

ORGANIZATION Part A

Direct Supervisor/Manager:
Sustainability Officer

Next Level Management:
Exec Dir of Business Services

Supervises

Student Workers, wage employees, and/or volunteers

Number of Individuals

30

ORGANIZATION Part B

This position's work assignments are obtained primarily From supervisor/manager

SUPERVISOR RESPONSIBILITIES

This position is responsible for supervising others.

Resource Type

Student Workers/Wage Employees

Scope of Supervisory Responsibility

Supervises work of other others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans job content.

Volunteers

Supervises work of other others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans job content. Responsible for developing and implementing the organizational structure.

SKILLS

Type: Analytical

Specifics: Collect and research readily available data; Review and quality check data; Use intuition and experience to complement data; Design work flows and procedures;

Type: Communication

Specifics: Provide and/or exchange information; Draft correspondence, routine other written materials; Direct or instruct; Negotiate or persuade with internal individuals/groups; Draft complex

documents (e.g., reports, proposals, manuals);

Type: Computer Skills

Specifics: Word processing, basic spreadsheets, presentation development; Program at an intermediate level;

Type: Counseling

Specifics: None

Type: Design

Specifics: Translate concepts and information into images; Modify design based on feedback and review; Generate creative solutions;

Type: Equipment Operation

Specifics: None

Type: Leadership

Specifics: Motivate and inspire; Align people;

Type: Management and Supervision

Specifics: Plan, assign, and schedule work; Delegate work assignments and responsibilities; Determine training needs; develop and implement training plans; Interview job candidates and make recommendations for selection; Establish and communicate job accountabilities and performance expectations; Identify improvement needs in processes, procedures, and practices;

Type: Project / Process Management

Specifics: Coordinate projects; Develop project plans; Communicate changes and progress; Monitor progress and adjust to timetable as necessary; Complete projects on time and budget; Manage project team activities;

Type: Teaching/ Instruction / Education

Specifics: None

Type: Technical

Specifics: Collect and research data; Present numerical/technical data effectively; Gather and analyze information skillfully; Identify and resolve problems; Develop alternative solutions; Assess and respond to customers' needs;

Type: Other Types

Specifics: Other [Communication: Strong oral & written skills needed; the ability to both create & edit documents, draft emails in a professional tone, give oral presentations with authority, explain projects to undergraduates/peers in a clear and concise manner that is still informative, ability to speak professionally both in person and on the phone to outside vendors/Lehigh faculty & staff, and the ability to write documents in a variety of styles: from formal sustainability plans to more informal guides and toolkits Computer & Design: Proficiency in Microsoft Office with an expertise in Excel (ability to manipulate and craft formulas), familiarity with Google & Dropbox technologies (from creating basic documents to forming surveys), expertise with Adobe Photoshop and either Adobe Illustrator or Microsoft Publisher, design ability to both create/edit existing logos, draw maps, layout posters, design campus-wide plans (longer pdf documents), and basic image retouching Analytical: Required decision-making skills for both individual and collaborative, large flexibility to accommodate fast or sudden deadlines and the variability of the quality of work from undergraduates, problem-solving skills to both organize and prioritize projects, and research skills both involving best practices and data-collection. A high degree of organization is imperative. Leadership: Ability to effectively manage several undergraduate students, take independent leads on new projects without requiring a lot of personal management, and lead group discussions, though not monopolize them];

EDUCATION

Education:

Required? Type

Bachelor's Degree

Field(s) of Study

Masters preferred

Other Training:**Required? Type**

Other

Other

Other

Other

Detail (License, Certificate)

LEED GA

Community-based social marketing

Climate Change Professional

Design Thinking

WORK EXPERIENCE

Time Period: 3-5 Years

WORK SCHEDULE AND TRAVEL

Additional: Occasional Evening, Holiday or Weekend This will vary based on student engagement opportunities

Daily: Regular Schedule

Weekly: 40 hrs/week

Annually: 12 months/year

Additional Work Schedule Information:**PHYSICAL ENVIRONMENT DEMANDS****Physical Demands/Work Environment**

Lifting up to 10 pounds

Frequency of Activity

Seldom

MISCELLANEOUS**Drive Lehigh University Vehicles**

This position is responsible for driving university-owned vehicles as a routine function.

Fiscal or Financial Responsibility

This position has fiscal or financial responsibilities other than employee expense activity, such as processing or approving transactions; monitoring or preparing budgets; or generating income for University.

SIGNATURES

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____

Finalized Version