EASTERN MENNONITE UNIVERSITY

**POSITION DESCRIPTION AND STANDARDS OF PERFORMANCE**

**POSITION:** Sustainability Coordinator

**POSITION REPORTS TO:** Physical Plant Director

**POSITION SUMMARY:** The Sustainability Coordinator is an advocate for sustainable practices and environmental stewardship and advancing an awareness of creation care theologically, academically and practically in everyday life at EMU. The S.C. is the point person for events, projects and initiatives, and collaborates with various entities on and off campus around sustainability efforts that fit within a sustainability plan, also maintained by the S.C.:

* Coordinates development and implementation of university sustainability plan, goals and standards, including specific areas such as EMU’s Climate Commitment, building and renovation standards, transportation, purchasing and the like.
* Acts as a liaison Quality Enhancement Plan Implementation Team (QEPIT)
* Clearinghouse for projects, events, programs and grants related to sustainability.
* Serves as a consultant for recycling and composting operations.

**Rationale:**

In recent years EMU has made significant progress in the area of creation care but much of it has been accomplished through the ad hoc volunteer work of staff and faculty. In order to support the implementation of the QEP, as well as develop EMU as a leader in sustainability among small, liberal arts colleges, dedicated staff time is needed. In particular, coordination among various departments and interests on campus would help EMU realize synergies in environmental sustainability, while better demonstrating our sustainability efforts to on-campus and surrounding communities.

**QUALIFICATIONS:**

**EDUCATION:** Bachelors degree in environmental studies or related field preferred

**EXPERIENCE:** Minimum 3 years experience relevant to the position

**SPECIAL SKILLS:** Ability to work collaboratively with administration, students, staff and faculty. Knowledge of sustainability theories and practices. Ability to propose, plan, administer and evaluate complex collaborative projects. Ability to set priorities and manage multiple projects. Excellent communication skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Guided by EMU’s sustainability principles and the Creation Care Council, the coordinator will:

* Act as resource for sustainability-related inquiries from external and internal sources.
* Develop and oversee the implementation of a campus sustainability plan.
* Collaborate with the QEP Implementation Team for integration of sustainability in curriculum and operations.
* Oversee AASHE STARS submission for EMU, and report findings to campus.
* Provide collaborative leadership in strategy and promotion for recycling, waste and composting operations.
* Tells the story of sustainability efforts at EMU, in collaboration with the Marketing department.
* Represent EMU at appropriate sustainability-related conferences and events.
* Identifies grant opportunities and supports the completion of grant proposals for campus sustainability projects.
* Serves as a resource for campus sustainability projects, such as composting and the campus garden.