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# IUPUI Sustainability

**Job Title:** Sustainability Engagement Coordinator

**Anticipated salary range:** $45,000-50,000; market rates for similar positions can be found on page 36 of the [2017 AASHE Staffing Survey Report](http://www.aashe.org/wp-content/uploads/2017/09/AASHE-Staffing-Survey-Report-2017.pdf); average coordinator-level salary: $46,000

**Purpose:**

Join the IUPUI Sustainability team in strengthening IUPUI’s commitment to creating a culture of sustainability by connecting to and engaging the IUPUI, Indianapolis, and statewide community to IUPUI’s sustainability efforts.

**Responsibilities include, but are not limited to:**

* + Coordinate IUPUI Sustainability’s campus engagement programming (40%)
    - Manage and grow IUPUI Sustainability’s engagement programs, including:
      * Green Teams
      * Green Office and Event Certification
      * Housing and Residence Life Sustainability
      * Greening the Greeks
      * IUPUI Energy Challenge
      * Sustainability Speaker Series
      * Earth Month and Campus Sustainability Month
    - Establish and manage new sustainability programming, including:
      * Integrate sustainability into student orientation
      * Employee educators program
      * Sustainability continuing education and professional development courses
      * Outreach campaigns
    - Track metrics of success for each program and report impact
  + Manage the Indiana Sustainability Summit (20%)
    - Create and track event budget, including sponsorships, catering, space, AV, security, keynote, ticket sales, etc.
    - Secure sponsorships in support of the event with the goal of long-term financial sustainability
    - Work collaboratively with partners across the state to curate content of value
    - Develop event program, including topic areas, format, and speakers
    - Create digital and print collateral for the event, including programs, signage, and sponsor needs
  + Engage the sustainability community across Indianapolis and the state (15%)
    - Serve as a link between IUPUI’s academic/engagement programs and businesses and non-profit communities around the state; integrate the pipeline of Indiana Sustainability Development Program externs, IUPUI Sustainability interns, and sustainability professionals trained at IUPUI
    - Research best practices and explore the creation of local and statewide initiatives like a green business council or regional sustainability alliance
  + Mentor student interns (15%)
    - Assist with intern recruitment and hiring
    - Mentor and advise interns; Evaluate internship learning outcomes and program components
  + Communicate IUPUI Sustainability’s programming and efforts to the campus community (5%)
    - Website development
    - Curate IUPUI Sustainability’s social media platforms
    - Develop and deliver a monthly e-newsletter
    - Represent IUPUI Sustainability at guest lectures, presentations, and campus/community events
  + Visioning and strategic alignment (5%)
    - Assist with gathering data for IUPUI’s annual STARS and GHG assessments
    - Assist with annual reporting
    - Actively engage in the strategic visioning process with IUPUI Sustainability staff and interns

**Minimum education level:** Bachelor’s degree, Master’s preferred

**Years of experience:** 1-3 years of sustainability experience

**Technical skills:** Experience supervising undergraduate students (or equivalent); project management experience; prior work in a higher education environment; experience working with sustainability assessment tools like STARS, SIMAP (or comparable GHG tools), and the Real Food Challenge; Social media platforms and management tools; Adobe Creative suite; Constant Contact/MailChimp/Salesforce platforms; WCMS; analytical skills, including data analysis and technical writing; experience with behavior change campaigns and theories; adept at presentations and public speaking; ability to work successfully within the IU branding guidelines

**Soft skills:** The following are essential for this position: initiative, self-motivated, attention to detail, highly organized, professionalism, ease in working with many different types of people, a natural comfort in new situations, team player, adaptable, ability to create and nurture positive working relationships, excellent written and verbal communication skills.

**Salary Information:** This is a full-time, 40 hour/week position with full benefits available - medical, dental, retirement, tuition, and paid time off.