

Sustainability Program Coordinator

Position Details

Employee Information

First Name Lori
Last Name Chance
Employee ID 01221873

Classification Details

Editable only by Human Resources

Position Classification Title Maintenance Mechs/Techs (PT)
Position Classification Code 07D9
FLSA Status Non-Exempt
Band 7D
Step 0

Position Information

Position Title Sustainability Program Coordinator
Position Number MP0121
Position Type Staff
Employee Group Staff
Time Status Part-Time
Time Category Limited Hour (< 1000 hours)
Annual Hours 544
of Months 9
Hours Per Week 16
Work Dates August 15 – May 15 (34-36 weeks)
Department Sustainability (2714)
Campus Grantham
Community of Educators Category Non Faculty/Non-COE
System Position Number 2016_0059PD_STF

Position Description

Position Summary

This position will provide support for sustainability programming as it relates to student engagement, and project management. Additionally, the position will support the

Director of Sustainability in the supervision of student workers and student run projects.

Education Required	Bachelors Degree in Environmental Science or Studies, Sustainability Studies, Sociology, Communications, or other related field
Education Preferred	
Experience Required	At least 2 years of experience in student supervision and project management
Experience Preferred	
Skills, Characteristics Required for Position	<ul style="list-style-type: none"> • Strong interpersonal skills including the ability to develop effective relationships and work groups across the operational areas of campus. • Excellent Communication skills • Ability to manage students • Demonstrated project management skills • Demonstrated commitment to student success • Excellent organizational and time management skills
Special Working Conditions	This position will require some evening and weekend hours as needed to support events, projects, or meetings
Driving Requirements	Must have valid drivers licence
Essential Employee	N/A
Campus Security Authority	No - Position not mandated by law to report crime to Dept of Safety/police.
Primary Duties	<ol style="list-style-type: none"> 1. Coordinate student and office programming related to the five categories of campus Sustainability 2. Assist with climate action reporting and data tracking 3. Participate in both welcome week and move-out week to address resource recovery and waste 4. Assist with coordinating student engagement opportunities (Sustain-A-Fest, Earth Day, Arbor Day, Garden Service Day) 5. Work with outside community stakeholders interested in campus programs and efforts 6. Assist with class presentations, such as, but not limited to Created and Called for Community 7. Provide assistance at student activity fairs and student recruitment efforts 8. Serve on the Sustainability Committee and appropriate subcommittees 9. Facilitate effective office communication (website content management, social media, blog) 10. Maintain consistent and reliable attendance.
Secondary Duties	<ol style="list-style-type: none"> 1. Monitor department budget 2. Other duties as assigned

Compliance

Employees must comply with the use of Personal Protective Equipment (PPE) which includes, but is not limited to, safety glasses, chemical splash goggles, protective footwear, gloves (mechanical, chemical resistant, electrical, cut-resistant), face shields, hearing protection, protective clothing, etc. Requirements for use of PPE are communicated in the Safety Manual, Section 25; by supervision; in area safety rules; in machine and process procedures; and by posted signage. In addition, if a task exists with an inherent hazard potential but the use of PPE has not been identified, employees are encouraged to use the appropriate PPE to protect against the hazard.

Supervisory Responsibilities

# of Administrative	0
# of Staff	0
# of Students	2-4

Supervisory Position

Supervisor Position Description

Job Title	Director of Sustainability
Position Number	AF2089
Org Unit	Sustainability (2714)
First Name	Brandon
Last Name	Hoover
Email	bhoover@messiah.edu

Employee

Seated User**Details**

First Name	Lori
Last Name	Chance
Work Email	lchance@messiah.edu