

**TITLE: Associate Director of Sustainability, Office of Sustainability**

<b>Job Summary</b>	<p><b>The Associate Director of Sustainability leads embedding sustainability into the culture of the University with special focus on the Pitt Green suite of programs, education, communications, partnerships, and DEI efforts.</b> The Associate Director also co-leads coordinated, timely and effective flow of information across multiple university communications channels and platforms. This position reports to the Executive Director of Sustainability. The incumbent works closely with sustainability-focused and -related staff across the University including (but not limited to) Auxiliaries, Student Affairs, Purchasing, Facilities, and Communications.</p>
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**Job Duties**

<b>Percentage of Time</b>	<b>33%</b>
<b>Responsibility/Duty</b>	<p><b>The Associate Director of Sustainability is responsible for the implementation of primary pieces of the existing and evolving multifaceted Pitt Green Program Suite (Office, Laboratories, Events, Hosts, Ambassadors, etc.),</b> overseeing associated Sustainability staff positions and interns, setting priorities, engaging with stakeholders, and meeting deadlines and goals.</p> <ul style="list-style-type: none"> <li>• Provides information, technical support, and mentoring to university community to build consistency, awareness, and understanding of campus-wide sustainability programs and culture.</li> <li>• Engages divisions, departments, offices, laboratories, and individuals about sustainability – and how to implement and maintain more sustainable actions, while creating and maintaining strong relationships with participating individuals and entities.</li> <li>• Manages Pitt Green suite deployment, including engagement events and presentations, while developing and evolving written program guidelines and standard operating procedures.</li> <li>• Responsible for collecting and reporting on programmatic metrics while documenting impact of the Pitt Green Suite programs.</li> <li>• Expand Pitt Green Labs offerings, including related education and training for the University’s over 2,000 laboratories.</li> </ul> <p>Associate Director works closely with:</p> <ul style="list-style-type: none"> <li>• Auxiliaries (oversees Pitt Green Resident and Green Floor programs), and</li> <li>• Purchasing (key Green Labs stakeholder), and</li> <li>• Student Affairs (deploys Green Student Organization and Green Event / Host designations).</li> </ul>
<b>Performance Standard</b>	<ul style="list-style-type: none"> <li>• Must be passionate about promoting sustainability and eager to build a sustainable community.</li> <li>• Demonstrated time management and organizational skills, attention to detail, and strong analytical skills are required.</li> <li>• Must be able to work independently in a fast-paced environment, meeting deadlines.</li> <li>• Excellent written, oral, interpersonal, and digital communication skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong interpersonal skills and the ability to work effectively with a wide range of individuals and constituencies including administrative staff, academic faculty, undergraduate and graduate students.</li> <li>• Assumes personal responsibility for the completion of work.</li> <li>• Familiarity with Qualtrics or other surveying software a plus.</li> </ul>
<p><b>Percentage of Time</b></p>	<p><b>33%</b></p>
<p><b>Responsibility/Duty</b></p>	<p><b>The Associate Director of Sustainability leads employee-focused education within the University, with emphasis on raising awareness and increasing positive behavior change. Topics include new and existing multifaceted sustainability initiatives and accomplishments, while helping steer University-wide Sustainability communications.</b></p> <ul style="list-style-type: none"> <li>• Hones existing and creates new Pitt Sustainability education and communications infrastructure, including implementing creative approaches for raising the visibility of university sustainability efforts internally and externally.</li> <li>• Work with the Executive Director of Sustainability, the network of University-wide sustainability professionals, HR, the Office of University Communications, and other units to implement Pitt Sustainability education and communications strategy, supporting efforts to build awareness and a culture of sustainability at the University of Pittsburgh.</li> <li>• Develop and implement collaborative communications plan to strategically elevate cross-departmental Pitt Sustainability team’s work and increase engagement across programs</li> <li>• Provide regular and ongoing updates and education targeted to both internal and external audiences.</li> <li>• Create curriculum for and author messaging for internal and external audiences, including using and evolving relevant communications platforms, including the Sustainable.Pitt.edu website; Pitt Sustainability newsletter and social media accounts; and associated analytics platforms to improve and grow communications.</li> <li>• Continue to develop and lead delivery of Employee Professional Sustainability Certificate program, including managing guest instructors and evolving content.</li> <li>• Create and manage Pitt Green Ambassador program.</li> <li>• Support and implement campus-wide zero waste aspirations and strategies.</li> <li>• Oversee design, implementation, and evaluation of behavioral change communication strategies.</li> </ul>
<p><b>Performance Standard</b></p>	<ul style="list-style-type: none"> <li>• Ability to understand and express Pitt Sustainability goals, achievements, and strategies -- and to build effective communication channels in support of those goals.</li> <li>• Excellent communications skills, writing and editing skills, and technical translation talents.</li> <li>• Ability to extract meaningful information from a diverse array of individuals and sources.</li> <li>• Strategic and critical thinking skills. The ability to analyze, summarize, and effectively present data/information.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to make complex material easily digestible to a variety of audiences</li> <li>• Excellent written, oral, and digital communication skills.</li> <li>• High level of integrity, honesty, and ethics.</li> <li>• Familiarity with WordPress, graphic design, and social media tools.</li> </ul>
<b>Percentage of Time</b>	<b>33%</b>
<b>Responsibility/Duty</b>	<p><b>Strategic, inclusive, and special projects as determined by Executive Director of Sustainability</b>, including, but not limited to regular university-wide sustainability reporting for Office of Sustainability annual report, AASHE STARS, supporting the Chancellor’s Advisory Council on Sustainability and its subcommittees (including, but not limited to Pollinator and Tree Committees), etc.</p> <ul style="list-style-type: none"> <li>• Help develop, define, and evaluate university-wide goals, strategies, progress, and effectiveness. Evaluate and monitor progress and effectiveness.</li> <li>• Create opportunities for and support student sustainability projects and events.</li> <li>• Lead Pitt Sustainability diversity, equity, and inclusion (DEI) outreach, engagement, and embedment, including in Office hiring of staff and interns, events, and partnerships.</li> <li>• Help build and maintain internal and external partnerships that strategically advance sustainability and environmental justice (EJ) within the region (e.g. CONNECT &amp; PA DEP EJ Hub).</li> </ul>
<b>Performance Standard</b>	<ul style="list-style-type: none"> <li>• Develop and maintain positive and productive relationships with Office of Diversity, Equity, and Inclusion; DEI a strong pillar of Pitt Sustainability work.</li> <li>• Strategies and policies supported with data, analysis, and accessible summaries.</li> <li>• Strength and experience in building collaborations.</li> <li>• Achievement of third-party sustainability designations and certifications.</li> <li>• Strong, internal governance of existing sustainability activities, achievements, procedures, and policies.</li> <li>• Evolve existing and assist in developing new policies and procedures (e.g., <i>Campus Tree Care Plan</i>) that address unique situations and embed a culture of sustainability at Pitt across University offices and departments.</li> </ul>

**Education and Experience Requirements**

<b>Minimum Education Level Required</b>	Bachelor's degree required; master’s degree preferred (and held by incumbent). Experience can be considered in lieu of degree.
<b>Overall Related Experience Level Required</b>	2 to 5 years of successful experience in sustainability. Must be able to develop positive and productive relationships with a diverse set of colleagues and stakeholders.
<b>Additional Education and/or Experience Essential to the Position</b>	Experience can be considered in lieu of degree.

<b>Required Licenses/Certifications</b>	LEED Green Associate and/or other sustainability professional credentials encouraged.
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**Additional Job Description Information**

<b>The amount of supervision received by the employee</b>	Employee is managed by the Director of Sustainability, but must be able to work independently and be adept at determining when to involve the supervisor.
<b>The analytical skill required</b>	Well-developed analytical skills are critical as is the ability to analyze, summarize, strategize, and effectively present information, solutions, and policies.
<b>The level and budget volume of financial responsibility/accountability</b>	Job duties include assisting in making economic case for sustainability activities University-wide. Associate Director assists with Office of Sustainability budget preparation and monitoring.
<b>The impact of actions carried by this position.</b>	Actions have a high level of impact on the reputation of Sustainability and the University.
<b>The diversity and complexity of the supervision exercised</b>	Supervision of student direct reports and direction of university-wide programmatic strategy and implementation.
<b>The scope of human resources impact of this position</b>	
<b>The level and nature of the internal contacts</b>	The incumbent has regular and frequent daily interactions with a wide variety of staff, faculty, and student stakeholders across campus,. Incumbent works closely with the Office of Sustainability’s affiliated staff across Business & Operations, Student Affairs, Facilities, the Office of University Communications, Community Engagement, and other representatives across the University.
<b>The level and nature of the external contacts</b>	The incumbent represents the University at meetings with community partners, local government, and peer institutions.

**ADA and OSHA**

<b>Essential Functions</b>	
<b>Description and Frequency of Physical Effort</b>	<ul style="list-style-type: none"> <li>• Must be able to walk across campus multiple times daily to support sustainability work in all campus buildings.</li> <li>• Considerable walking, standing, squatting, stooping, and moving of heavy materials and equipment.</li> <li>• More than the average exposure to hazardous material(s) or equipment.</li> <li>• Must wear personal protective equipment (PPE) while working in lab settings.</li> </ul>
<b>Does this require handling of, or exposure to human body fluids, or other potentially infectious materials?</b>	NO
<b>Does this job require work with laboratory chemicals,</b>	NO

<b>chemical carcinogens, or other hazardous materials?</b>	
<b>Does this job require handling of, contact with, or exposure to research animals?</b>	NO