
Climate Manager and Zero Waste Coordinator

Classification

Classification Details

State Title	Program Coordinator I
Pay Band	5
Level	
Classification Code	AH35
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Agency Code	H15
Agency Name	College of Charleston
EEO Code	E2
EEO Occupation	H30

Position Details

Employee Information

Employee First Name	Darcy
Employee Last Name	Everett
Employee ID	20160336

General Information

State Title	Program Coordinator I
Classification Code	AH35
Agency Code	H15
Agency Name	College of Charleston

Division	Provost
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
EEO Code	E2
Internal Title	Climate Manager and Zero Waste Coordinator
FLSA	Non-Exempt
Slot Number	0004
Position Number	131737
Full / Part Time Indicator	F52
Hours Per Week	40
Applicant Manager	Brian Fisher

Position Details**Job Purpose**

Incorporates sustainability, net zero, and Zero Waste practices into operational procedures at the College of Charleston. This position is designed to ensure compliant progress with the College's two (2). Sustainability goals toward carbon neutrality and Zero Waste. This includes a focus on improving institutional systems of materials management, water, and energy for greater efficiency, effectiveness and cost savings. This position will assess and report on energy and waste management with a focus on carbon reduction and waste diversion and aversion. They will also provide support and consultation on sustainability operations to other campus departments.

Responsible for implementing the campus Sustainability Action Plan (SAP) and meeting all sustainability commitment obligations (AASHE, STARS, ACUPCC).

Minimum Requirements

Bachelor's degree and two (2) years applied experience in sustainability, environmental management, environmental policy, environmental studies, or related field. Master's degree in sustainability, environmental management, environmental policy, or environmental studies is preferred. Experience in project management, emission audits, waste reduction, and energy management is strongly desired. Experience supervising and coordinating the efforts of recycling collection workers is preferred. Experience working on a university campus in this context is also desired.

Required Knowledge, Skills and Abilities

Must have knowledge of principles and practices of sustainability, systems thinking, eco-efficiency, renewable energy, and Zero Waste principles. Must possess knowledge and skills for conducting independent research on campus sustainability, data management and analysis, and reporting in these areas. Must possess skills for developing systems review and analysis, collecting and analyzing data, and generating assessment reports and action plans. Must possess strong writing and communication skills. Must have ability to develop working relationships with superiors, subordinates and associates, particularly with other offices, departments and divisions. Must be able to recruit, train, and supervise employees, students, and interns. Proficiency working with carbon accounting methods and Zero Waste assessment methods.

Guidelines and Supervision

Works under supervision of the CSO (Chief Sustainability Officer), in coordination with the Associate Director of the Office of Sustainability and Utility Services in Facilities Management. Supervises Recycling Shop employees, student workers, zero waste team, and one to two temporary employees as needed for special projects in Sustainability.

Additional Comments Regarding Position

Total number of permanent employees this position directly supervises 2

Total number of employees for which this position is responsible 5-10

Source of Funding

State

Federal

Other 100%

Managerial Details**Managerial Details**

Describe the position's involvement in strategic planning or setting the strategic direction of your organization

Who are the primary customer groups or stakeholders within or outside the agency with whom the position has primary working relationships? What is the nature of the work with each?

Decision-Making: describe typical decisions that the individual in this position will be required to make, and what decisions will be referred to others

Position Supervisory Details

Total personnel services budget for the area of this position

Total funds allocated to the division/department of this position

Give a brief description of the function(s) of each position reporting directly to you

Agency Budget and Other Quantitative measures

Examples include: # and \$ value of projects supervised, financial or capital expenditure plans created and overseen, physical inventory managed, etc

Indicate below your agency's budget and any other quantitative measures which indicate the scope of your position

Principal Problems and Challenges

Principal challenges encountered in the position

Job Duties

Job Duties

Activity Manages Zero Waste operational programs. Supervises recycling shop to enhance waste diversion. Organizes and optimizes waste systems. Supervises Zero Waste student team and oversees that program.

Essential or Marginal Essential

Percent of Time 35

Activity Organizes and manages campus efforts to build greater renewable energy infrastructure. Works with Utility Services directly to create opportunities and establish greater renewables' capacity.

Essential or Marginal Essential

Percent of Time 20

Activity Manages Behavior-driven Change programming. Manages sustainability programs and designed to shift behavior toward waste aversion, increased waste diversion, and reductions in energy and water use.

Essential or Marginal Essential

Percent of Time 20

Activity Reporting and Assessment. Manages and monitors annual progress on those systems in reducing the campus waste and energy footprints. Drafts annual Zero Waste Reports and Greenhouse Gas Report (every two years). Contributes to STARS assessment (every three years) and annual Campus Sustainability Report.

Essential or Marginal Essential

Percent of Time 15

Activity	Collaborates with and provides climate education for campus and community. Provides leadership and clear communication of climate-oriented data and Zero Waste and carbon reduction initiatives. Collaborates with students, faculty, and staff and with local community, especially with peer institutions, local businesses, and groups on these issues.
Essential or Marginal	Essential
Percent of Time	10

Requisition Form

Requisition Form

Last Filled By	New Reallocated Position (Erin Simmons)
Position Supervised By	Brian Fisher
Advertised Salary	\$32,838 - \$46,799
Special Instructions to Applicants	
Is this position Grant funded?	No
Banner index number (old account number)	110092
If Band 5 or above, list Panel Members	Brian Fisher, John Morris, Ashley Lavender, John Gilley, and student.
Panel Chair	Brian Fisher
Chair Phone Ext	7532
Chair E-Mail	fisherb@cofc.edu
If you plan to advertise externally, indicate the advertising sources	

Applicant Documents

Required Documents

1. Resume
2. Cover Letter / Letter of Application
3. Unofficial Undergraduate Transcripts
4. Reference List

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
- Public Job Posting
 - Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - College of Charleston Website
 - Other
 - Indeed.com
 - Monster.com
 - Post and Courier
 - Word of mouth
 - Chronicle of Higher Education
 - Job fair
 - LinkedIn (Hiring Our Heroes)
 - SC Works (SC Department of Employment and Workforce)
 - Twitter
 - SC Government Website (Neogov)
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Employee

Seated User

Details

First Name	Darcy
Last Name	Everett
Employee Id	20160336

Supervisory Position

Supervisor Position Description

Job Title	Director of Sustainability
Position Number	060861
Org Unit	Center for Sustainability
First Name	Brian
Last Name	Fisher
Email	fisherb@cofc.edu

Supplemental Documentation

No documents have been attached.