**ENDICOTT COLLLEGE**

**JOB DESCRIPTION**

**Full Time – 12 month**

**Exempt \_\_\_\_\_\_\_\_\_ Non-exempt \_\_\_\_\_\_\_\_\_\_\_**

**JOB TITLE: Sustainability Coordinator**

**DEPARTMENT: Facilities, Office of Sustainability**

**REPORTS TO: Director of Facilities, Director of Sustainability**

**Position Summary:**

A seaside campus, career-focused academic programs taught by faculty who truly care, and a close-knit community that is as spirited as it is supportive. Endicott College was founded in 1939 based on the idea that higher education should combine theory with practice.

The Sustainability Coordinator will be responsible for developing and implementing sustainability programs and initiatives at the College. They will work closely with the Director of Sustainability to engage students, faculty, and staff to help achieve the mission of Sustainable Endicott. The coordinator plays a key role in addressing sustainability objectives focused on climate, equity, and health.

The Office of Sustainability is situated under Facilities and the coordinator will work closely with departments across the College including Community Service, Student Affairs, Residential Life, Dining Services, Athletics, and Communications & Marketing.

In addition to assisting with sustainability initiatives, programs, and activities on campus this role will help drive resource management including pickup and transportation of recycling on campus (appx. 25% of time).

**Responsibilities & Duties:**

* Ability to navigate and understand the complex stakeholder engagement process to help advance campus-wide sustainability goals.
* Foster relationships with departments across the College to expand sustainability initiatives.
* Manage collection of recycling and waste materials including pickups, scheduling, equipment (vehicles, bins, dumpsters etc.), and staffing for resource management campus-wide.
* Help coordinate and manage recycling and waste material programming and logistics across the campus through communications, events, trainings, and College-wide outreach.
* Track energy, water, and resource management data (i.e. reuse and donations, food waste, single-stream recycling, electronic waste, mattresses, construction debris, etc.) for analysis, benchmarking, and reporting.
* Research innovative technologies to reduce greenhouse gas emissions on campus and assist with the implementation of energy conservation measures (ECM’s).
* Help develop and promote social and environmental justice initiatives that create a culture of inclusivity at the College.
* Hire, train, and manage work-study students to assist in the collection of recycling, student interns, and fellows.
* Advise the activities, events, and programs of student groups dedicated to sustainability on campus (i.e. Endicott Environmental Society, Sunrise Movement Endicott, Endicott Beekeeping Club).
* Develop and manage social media accounts and campaigns. This includes working closely with Communications & Marketing to develop materials, stories, digital strategies, and content to support program objectives and increase visibility.
* Oversee the College raised garden beds.
* Perform administrative duties to fulfill responsibilities.
* Other duties as needed to achieve the goals of the department and College.

**Basic Qualifications:**

* Bachelor’s Degree in associated field
* 1-2 years of experience in successful project development and the management and implementation of sustainability programs
* Demonstrated working knowledge of the latest sustainability topics and trends
* Experience communicating and engaging with a diverse group of stakeholders
* Ability and comfort with public speaking and presentations
* Passionate about sustainability, climate, equity, and health
* Proficiency in MS Office suite
* Willingness to perform manual labor
* Valid driver’s license

**Additional Qualifications:**

* Knowledge and experience working in higher education preferred
* Experience with community organization
* Excellent relationship building, interpersonal, and writing skills
* Proven ability to think critically and solve problems
* Experience with communications and marketing
* Possess creativity, enthusiasm, and adaptability to initiate new creative ideas and deliver results in a constantly changing environment
* Proven ability to work independently and as part of a larger team
* Requires work outside of normal business hours (i.e. faculty/student meetings and events)

Reviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_