

Education & Outreach Coordinator

Position Description

20%: Supervise Eco-Reps Program

- Recruit and hire Eco-Reps
- Coordinate training for Eco-Reps, including teaching skills such as Community Based Social Marketing (CBSM). Provide Eco-Reps with educational materials on various aspects of sustainability through readings, discussions, facility tours, and guest speakers
- Ensure all Eco-Rep student employees are trained and familiar with mandatory University policies
- Supervise Eco-Reps and evaluate their efforts as employees

15%: Coordinate Eco-Rep Initiatives

- Coordinate Eco-Rep campaigns such as waste diversion, net-zero energy, Real Food, and others
- Meet regularly with Eco-Reps to outline work plans, advise, and evaluate progress on campaigns and projects
- Maintain a cooperative, working relationship with Physical Plant, Residential Life staff and other departmental stakeholders
- Coordinate content production and communication via Eco-Reps website, listserv and social media accounts

25%: Develop, Manage and Coordinate Performance Tracking Processes

- Assist Outreach Manager in preparing progress reports on data collection efforts & rating systems
- Determine the need for data in standard University reporting and for external sustainability performance tracking regarding academics and student engagement
- Collaborate with data “owners” to collect data in a format that may be compared to other institutions or might set the standard for reporting on indicators where standard benchmarks do not exist
- Maintain clear, organized records of sustainability data for external reports and the Office’s institutional memory

10%: Assist with Strategic and Tactical Planning

- Assist in developing strategic and tactical plans for sustainability-related activities using experience gathered from performance tracking activities
- Assist the Outreach Manager in prioritizing and implementing projects

10%: Manage Performance Tracking Communications

- Develop, design, and/or compose internal and external communications that may be time-sensitive; research and produce informational materials for meetings, publications, news events, press releases, research materials, and grant proposals
- Respond to requests from stakeholders and the public for topics relevant to expertise and position responsibilities

10%: Maintain Communications with Internal and External Stakeholders and Partners

- Keep abreast of national standards and trends
- Research best practices and work with professional networks to develop opportunities for inter-institutional collaboration

10%: Perform administrative tasks for UVM’s sustainability initiatives

- Assist in writing reports

- Perform general administrative tasks as assigned