



Job Description

Position Title: District Sustainability Coordinator

Campus & Department: District, Finance and Operations

Position Summary:

- This is a full-time, exempt, ongoing opportunity in support of the Seattle College District's sustainability efforts. This person serves as the lead coordinator for the implementation of a district-wide sustainability plan and continual resource conservation strategies. The coordinator will assist and coordinate efforts across the Seattle Colleges, working with campus sustainability committees, staff, faculty, administrators, and students, to advance the overall sustainability of Seattle Colleges.

Reporting Relationships:

- Reports to the Vice Chancellor of Finance and Operations

Essential Functions:

(The essential functions may not include all duties assigned to the position)

- Develops and manages a database of utility data for mandatory state and local reporting, including greenhouse gas reporting, energy benchmarking, and LEED building reporting
- Leads the Seattle Colleges Sustainability Committee to develop and implement the Seattle Colleges Sustainability Plan that includes identification of current efforts, gaps that need to be addressed, and a plan of action and timeline for improving sustainability practices
- Conduct STARS sustainability assessments for all three colleges, building on past STARS sustainability submissions
- Serve as the primary Seattle Colleges' contact for sustainability matters
- Research, identify, and recommend to senior leadership various sustainability strategies and associated costs and benefits used by other colleges and universities to improve sustainability at the Seattle Colleges
- Develop relationships with students, faculty, and staff on each campus to implement sustainability projects that support the Seattle Colleges Sustainability Plan
- Recruit, hire, and train part-time employees and student interns to implement sustainability projects that support the Seattle Colleges Sustainability Plan
- Update the District sustainability website and develop other outreach and informational materials for internal and external audiences

- Supervise and lead operations and maintenance of Siegal Center, including custodial services, minor repairs, short and long-term planning efforts, and other operations as needed
- Coordinate paper shredding operations for Siegal Center
- Assist with surplus efforts to ensure proper disposal of equipment and materials that are at end-of-life
- Develop and maintain a structure for reuse of office supplies and equipment at Siegal, while encouraging and supporting other buildings and campuses in developing office surplus policies, infrastructure, and practices

Required Knowledge, Experience, Skills, and Education

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)

- A Bachelor's degree and at least two year's experience working on institution sustainability issues and practice
- Familiarity with sustainability issues and sustainability planning from the perspective of a large complex institution
- Excellent team-building and leadership skills and demonstrated professionalism and skill in engaging busy professionals in team activities
- Strong organizational and planning skills and the ability to organize complex projects and meet deadlines
- Proven ability to manage multiple, diverse projects at one time
- Strong proficiency in MS Office software programs
- Very strong writing skills
- Very strong verbal communication skills