



SEATTLE COMMUNITY COLLEGES
Job Description

Position Title: *District Sustainability Coordinator*

Campus & Department: District, Finance and Technology

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 the District.

Reporting Relationships:

- Reports to the Vice Chancellor of Finance and Technology

Essential Functions:

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

- Manage a database of utility data for mandatory state and local reporting, including greenhouse gas reporting, energy benchmarking, and LEED building reporting
- Work with the District Sustainability Committee to coordinate the implementation of a district-wide 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 institutional contact for sustainability matters
- Research and identify sustainability strategies, and associated costs and benefits, used by other colleges and universities to improve sustainability at the Seattle Colleges
- Coordinate with students, faculty, and staff on each campus to implement sustainability projects that fit within the District's sustainability plan
- Update the District sustainability website and develop other outreach and informational materials

Required Knowledge, Experience, Skills, and Education

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

- A Bachelor's degree and at least one year's experience working on institution sustainability issues and practice
- Strong proficiency in MS Office software programs
- 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
- Very strong writing skills
- Very strong verbal communication skills
- Excellent team-building and leadership skills and demonstrated professionalism and skill in engaging busy professionals in team activities
- Familiarity with sustainability issues and sustainability planning from the perspective of a large complex institution