

## Sustainability Project Manager

Job Title: Sustainability Project Manager	
Reports to: Director of Sustainability	% Effort or Wkly Hrs: 40 hours
Department: Office of Sustainability	Prepared by: Julie Newman, Director
Date: 4.15.16	

### **Position Overview:**

The MIT Office of Sustainability seeks strong candidates for the position of **Sustainability Project Manager**. This position will have three primary areas of responsibility: 1) Enhance and implement a Living Lab platform for the Office, and 2) Enable This position will also support joint sustainability efforts with the City of Cambridge and Boston.

### **Principal Duties Essential Functions:**

1. Our Living Lab platform will define MIT’s approach to transforming the campus into a hands-on “laboratory” where students, faculty, and staff work together to solve problems related to campus sustainability through applied research and analysis. Must establish a strategic plan for the development and launching of a Living Lab platform for the Office of Sustainability. This may entail the development of a web-portal within the Office of Sustainability website that identifies living lab research needs and opportunities, showcases on-going projects and archives project results; cultivation of metrics to measure, monitor and demonstrate the impacts of a Living Lab model.
2. With support from the Director of Sustainability, convene campus stakeholders to identify opportunities and mechanisms by which to pilot new technology, designs or processes that advance MIT’s commitment to sustainability. Investigate and identify research that is being conducted/published by MIT departments, labs and centers that may be applicable to addressing campus sustainability challenges.
3. Identify and establish alignments between the Office of Sustainability and related MIT centers and initiatives to enable the execution of joint analysis.
4. Act as liaison between the Office of Sustainability and related student clubs [e.g. Energy Club, Water Club, Sustainability Club, etc.] to support their on-going projects, project development and enhance communication between them.
5. **Communications:** Manage strategic communication and publicity efforts to advance broad internal and external understanding and awareness of MIT sustainability efforts.
6. Responsible for write up of summary recommendations from working groups and task forces,

7. **Sustainability Integration and Capacity Building:** Provide MIT stakeholders with analysis, strategies, and facilitation as necessary for core business integration of sustainability and capacity building. Manage internal departmental collaboration strategies.

**Supervision Received:**

This position will report directly to the Director of the Office of Sustainability.

**Supervision Exercised:**

This position will be expected to hire and manage one to two student research assistants per academic year and summer.

**Education and Experience:**

1. Masters degree in a related field [Sustainability, Environmental Science, Environmental Engineering, Sustainability Communication] and five or more years of professional experience required.
2. Demonstrated experience in sustainability programs in universities (or similar institutions), particularly in project management, community engagement, performance analysis, communications development, report writing and website content management.

**Desired Skills:**

1. Exceptional interpersonal skills.
2. Excellent oral and written communication skills including strong public speaking.
3. Knowledge and familiarity with applied sustainability research.
4. Demonstrated knowledge of and experience with climate and energy planning.
5. Ability to build coalitions with a diverse student, faculty, and staff population.
6. Strong analytic and strategic planning skills.
7. Advanced understanding of energy, environmental and sustainability issues.
8. Demonstrated evidence as a team player.
9. Familiarity with web content development and management, and website design and development.
10. Ability to act decisively, independently resolve issues, and recognize when to escalate.

**About the MIT Sustainability Program:**

[sustainability.mit.edu](http://sustainability.mit.edu)

## Application Information

Contact: [Massachusetts Institute of Technology](#)

Online App. Form: [Online App. Form](#)

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.