

**Ecological Education and Sustainable Living  
Sustainability Coordinator Position Description**

The Sustainability Coordinator is responsible for the general administration of the Ecological and Sustainability Education Program, including managing the budget and reporting on the project. In implementing and administering the program, the Coordinator will develop programs (as outlined in the Activities section of the proposal); advocate for sustainability practices and facilitate interaction and collaboration among various groups on campus; identify, promote and monitor sustainability initiatives; prepare and disseminate information in print and electronic media on and off campus; and conduct and manage assessments.

Primary duties of the Sustainability Coordinator include:

Initiate new programs to establish and strengthen sustainable practices across the campus and work to foster collaboration among the areas of teaching, research, campus operations, student life, and community service.

Organize seminars, workshops, and conferences as outlined in the Activities section of the proposal and in response to other evolving needs and opportunities.

Oversee the collection, synthesis, and dissemination of data on energy use and other performance indicators for the campus. This would include such things as the compilation of performance data on specific buildings and its dissemination through educational signage and brochures.

Provide support to Residential Life initiatives to increase the sustainability of student residences and the environmental literacy of the student body.

Work with the Campus Environmental Policy Committee and other appropriate committees to provide technical and policy advice on sustainability to the Berea community.

Liaise with counterparts at other educational institutions, businesses, government, and the community to promote collaboration and information exchange.

Serve as the clearinghouse for requests for information related to sustainability issues at Berea.

Work with Public Relations to secure coverage of sustainability initiatives and serve as a primary contact for the media on sustainability issues.

The successful candidate will demonstrate:

A solid understanding of sustainability theory and its application in the residential campus context

Superb administrative and organizational skills in the handling of multiple program responsibilities and large amounts of information

Ability to work with divergent views on sustainability

Outstanding written and oral communication skills