



### Job Profile

<b>Position Title:</b>	<b>Concordia Sustainability Coordinator</b>
<b>Department:</b>	<b>Environmental Health &amp; Safety</b>
<b>Organization Code:</b>	<b>UAD410</b>
<b>Position Code:</b>	<b>C4220</b>
<b>Effective Date:</b>	<b>May 03, 2004</b>
<b>CUPEU</b>	

#### A. OVERALL PURPOSE OF YOUR JOB

**Purpose:** The Sustainability Coordinator will serve as a facilitator in the University's move towards sustainability, acting through a collaborative process involving staff, students, faculty and administrators towards making Concordia a more ecologically and economically sustainable campus community. The incumbent is responsible for developing, implementing and maintaining a sustainability program encompassing various areas of the organization and its environment.

**Reporting relationship:** The incumbent reports to the Director of Environmental Health and Safety. The coordinator will be supported by the multi-stakeholder Sustainable Concordia Project (SCP) advisory committee composed of representatives from staff, students, faculty and administrators and the Sustainable Concordia student group.

**Accountability:** The incumbent is accountable for designing and developing tools, methodologies and metrics to support the sustainability goals and objectives and for coordinating their implementation.

**Position scope:** The Concordia Sustainability Coordinator serves as a project manager, responsible for the coordination of the participants in sustainability projects from the feasibility study and costing phase to the achievement of specific goals and objectives for each project. The incumbent is a resource person providing technical expertise, advice and guidance to Service leaders in matters related to sustainability and the culture change related to it. The Coordinator acts as a liaison between the project participants and decision-making levels at Concordia.

**Working conditions and physical environment:** The incumbent works in an office setting where sustained physical exertion is minimal. He or she meets with internal and external customers in a variety of locations best suited to their needs.

**Judgment and autonomy:** The incumbent exercises significant autonomy and judgment in applying best practices in sustainability. He or she draws upon professional training to make decisions.

**Quality:** The incumbent is responsible to actively and effectively advocate for the change in culture and practices to make Concordia University more ecologically, economically and socially sustainable. The long-term goals of the project include the review and evaluation of the 2003 Concordia Campus Sustainability Assessment (CCSA) recommendations and the development of implementation strategies. This process will continue with subsequent campus sustainability assessments produced every two years to measure progress or regress of the state of Concordia University’s sustainability.

**B. MAJOR JOB RESPONSIBILITIES**

Major Responsibilities	Importance	Frequency
1. Coordinate the review and evaluation of recommendations made in the 2003 CCSA, in discussion and collaboration with appropriate university sectors.	1	Ongoing
2. Ensure a proper coordination of the sustainability initiatives by organizing and facilitating multi-stakeholder meetings; by attending at least two Sustainable Concordia student group coordination meetings per month; by organizing and administering all SCP advisory committee meetings; and by handling day-to-day communications.	1	Daily
3. Liaise with university service departments to promote sustainability initiatives in decision making and operations	1	Weekly
4. Coordinate and facilitate sustainability initiatives.	1	Ongoing
5. Promote Concordia as a sustainability-aware and engaged environment by networking with local, regional and international sustainability-related initiatives and by actively contributing to national campus sustainability initiatives.	1	Bi-monthly
6. Ensure on going progress on sustainability issues at Concordia University by producing an annual activities report, by constant research on new developments in sustainability around the world; and by developing and implementing new objectives and long term strategies and policies to support sustainability.	1	Bi-monthly

## **C. DECISION MAKING**

1. Analyzes data and makes recommendations on the 2003 CCSA, prioritizing and selecting the initiatives to implement.
2. Establishes metrics, procedures and methodologies to facilitate the implementation of sustainability initiatives.
3. Recommends tools, training, quality standards and processes to support Concordia's sustainability.
4. Determines local, regional and international sustainability-related initiatives to outreach and network with.

## **D. EDUCATION AND EXPERIENCE**

1. Bachelor's degree in environmental studies, political science, economics, geography, sociology or related field.
2. Two to four years of experience, with practical experience in facilitating groups, employee communications, and project management.
3. Strong working knowledge and passion for the concept of sustainability, awareness of the central issues and controversies in the discourse on sustainable development.
4. Strong writing skills.
5. Demonstrated organizational, communication and interpersonal skills.
6. Prior project-management experience with proven ability to meet deadlines and remain on budget.
7. **Language requirements**  
Very good spoken and written English (level 4: able to draft reports, able to speak with sensitivity on complex subjects).  
Good spoken French (level 3: able to respond to work-related queries).
8. **Computer skills and expertise required**  
Intermediate skills in Word (able to incorporate graphics into reports), Excel (able to format spreadsheets and do simple statistical calculations), PowerPoint (able to create templates).  
Basic skills in Access (able to create a database and analyze data by running queries).  
Experience using Outlook and conducting Internet-based research.
9. Experience composing and delivering presentations.
10. Works well independently and as part of a decentralized, non-hierarchical team.
11. Team player and multi-tasker who can establish and follow priorities while maintaining flexibility.
12. Works well with students.
13. Facilitation and consensus based decision-making.

## **E. ASSETS**

1. Comfort around top management, as well as staff at all levels.
2. Organizational agility (knows how organizations function).