



UNIVERSITY OF TORONTO

POSITION DESCRIPTION

Date Prepared:	DD	MM	YY
	01	09	05
Date Revised:	DD	MM	YY

Position Number:

Classification:

Position Title:	Sustainability Coordinator
Supervisor's Title:	Chief Administrative Officer

Faculty/School/Office:	University of Toronto at Mississauga
Department/Section:	Chief Administrative Officer

PURPOSE:

Under general direction of the Chief Administrative Officer, and working with the Chair of the Department of Geography, the Sustainability Coordinator will oversee all environmental projects on the Mississauga Campus. The responsibilities of the position include ensuring that opportunities are realized for finding appropriate academic matches for environmental campaigns and prioritizing campaigns on campus so that collaborations are targeted early in the process. The **position serves as an administrative resource to all members of the UTM community**, providing background research, collecting and analyzing data, identifying best practices, and tailoring them to meet campus needs. The incumbent will: work with academic staff and others to integrate academic research with newly developed and existing sustainability initiatives; create and pilot new program concepts and emerging environmental design examples; liaise with a variety of individuals and organizations, and participate in projects and initiatives that display the opportunity to improve campus sustainability; coordinate public outreach and partnerships with related environmental groups; oversee campus community involvement in sustainability projects and events; communicate and educate the public using a variety of media and public gatherings; **identify sources of funding available for various projects; manage a budget**; and hire, train and supervise 10-20 student employees and 10-30 volunteers.

QUALIFICATIONS:

Formal Education:	University Degree in Environmental Studies or equivalent combination of education and experience.
Experience:	Minimum 5 years' experience coordinating environmental initiatives, with at least 1 year of full time experience. Must have strong communications experience to a variety of audiences using a variety of media. Several years experience working on conservation outreach. Supervisory experience required.
Other:	Demonstrated proficiency with Microsoft Word, Excel, Access databases. Strong web site and print marketing skills are mandatory. Excellent written and oral communication skills; strong interpersonal and analytical skills; superior organizational ability; initiative; ability to exercise diplomacy, good judgment, tact, diplomacy and discretion. Ability to make effective presentations, attention to detail. Must be extremely creative.

MATERIALS, EQUIPMENT, & OUTCOMES:

Equipment Used:	Computer and related equipment
Outcomes/Consequences of Error:	<ul style="list-style-type: none">• Inability to deal tactfully and accurately with enquiries would lead to poor public relations.• Poor management of work assignments to students would affect completion of projects.• Failure to properly assess the best direction for programs could result in wasted efforts and lost time.• If inappropriate information is used to support findings, credibility of the program will be in danger.

DUTIES:

20%	Integrate academic research into sustainability initiatives
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Work with faculty and departments to link academic programs, teaching and research to educational possibilities with, but not limited to the following projects; the Centre for Emerging Energy Technologies, Riverwood, LEED certification and environmental design, green roof and rooftop garden benefits, living wall technologies, campus naturalization, stormwater management ponds, the Healthy Cities initiative in the City of Mississauga, and off campus student research opportunities.

Coordinate with faculty to identify and develop opportunities to build in sustainability projects on campus (e.g. research, feasibility studies) into existing and future academic research programs and curriculum.

20% Identify and create innovative program concepts

- Develop program concepts and pilot designs for new campaigns.
- Coordinate naturalization activities with Evergreen and EcoSource Mississauga
- Develop individual and departmental self-audits and advise/train on appropriate responses to become more environmentally responsible.
- Develop programs to encourage proper waste sorting and disposal (waste, litter, recycling, and compost) by all members of the UTM community.
- Track implementation progress of new and existing projects and updates supervisors as necessary. Arranges for the review of plans and projects as required.

25% Coordinate/enhance public and community awareness and involvement

The incumbent will:

- assist the campus with operations in areas including, but not limited to, recycling, composting, energy conservation, transit use, emissions, waste reduction, disposables, emerging environmental technologies, pollution control, and naturalization.
- work with the City of Mississauga on transportation, naturalization and waste management.
- sit on the Peel Region Transportation Management Association steering committee.
- be a member of the University of Toronto Environmental Protection Advisory Committee and a contact for the Sierra Youth Coalition Academia to Action project.
- operate as a link between the campus and local stewardship agencies such as the Credit Valley Conservation Authority, Evergreen, Peel Environmental Network, and EcoSource Mississauga.
- generate awareness and appreciation for the Centre for Emerging Energy Technologies and The Greater Toronto Area Hydrogen Village.
- represent UTM to off-campus constituencies by developing and delivering presentations about on and off campus initiatives.
- work with UTM and U of T administrative units and departments such as Facility Resources departments, the Chief Administrative Officer, the Director of the Centre for Emerging Technologies, Naturalization Steering Committee and the Parking and Transportation Committee to promote sustainability initiatives on campus. This may also involve conducting research to identify problems with existing programs, and working on solutions to increase participation rates/alleviate problems.
- identify and pursues opportunities for funding, both from internal sources and sources outside the University. This may involve preparing and presenting proposals and draft budgets for specific projects and initiatives, both on and off-campus.
- coordinate development of environmental policy and procedures, such as participation on the Environmental Protection Advisory Committee, to reduce environmental impacts and to encourage sustainability related initiatives (such as water and energy conservation, waste reduction, transportation alternatives, pollution control,

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and naturalization) that are currently being undertaken at the University by groups of staff, faculty and students.

- participate in developing and writing the sustainability portion of the UTM Master Plan
- arrange meetings, take minutes; ensure timely responses to requests/inquiries from the public, the media, City of Mississauga, Region of Peel, funding agencies and the University community.
- arrange meetings with members of the Federal government, as requested by the CAO, and coordinate all logistical aspects of the meeting. May also prepare powerpoint presentations/handouts for meetings.
- attend conferences and other events as requested by the CAO or Department of Geography, or as deemed necessary, to learn "best practices" and obtain information about other programs that may be implemented here
- if required, prepare and present materials related to UTM initiatives at Conferences and meetings, both on and off-campus.
- report for information to Resource Planning & Priorities Committee on activities of the previous year, and plans for the future
- coordinate campus-wide events (e.g., Environment Week), divisional events, and regional (Peel) meetings.

10% Public Education

- Manage the Grow Smart – Grow Green website and other communication systems. Responsible for the web site maintenance including updating the home page with news items and enhancing the site with interactive tools.
- Establish and maintain communication with all campus faculty, students and staff through a variety of methods (e.g. website, e-mail, audits, articles, etc.); encourages all campus faculty, students and staff to participate in environmental programs and contact the UTM Sustainability Office with questions, comments, concerns and ideas.
- Promote communication of the University's environmental achievements to third-party interest groups; prospective funding agencies, politicians.
- Coordinate with UTM Director of Communications and Marketing, or external communication to address queries from the public, the media, the City of Mississauga, the Region of Peel, the University community and funding agencies. This includes ensuring phone calls; letters and emails are responded to in a timely manner with the relevant information.
- Organize outreach activities and special events including workshops and conferences.

15% Supervision of Work Study students and volunteers

- **Prepare and submit applications for Work Study students (20 in 2005-2006).**
- **Identify/create projects for students to work on**
- **Assign work to students and review work**
- Responsible for the recruitment, screening, orientation, discipline and administration (**including payment**) of student staff for summer and part-time work-study and student employment positions.
- Responsible for supervising, monitoring and delegating tasks to approximately 10-20 students working in the office. **[volunteers? From? How recruited?]**

5% Office Administration

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- **Responsible for submitting a budget proposal to cover cost of operating expenses and program initiatives, and managing the resulting budget.**
- **Determine spending from special accounts earmarked for specific programs (e.g., transportation alternatives, naturalization)**
- **Must ensure that expenses remain within budget, and that amounts allotted for specific initiatives are spent according to guidelines.**

5% Other duties

- Performs other related duties as assigned.

Some travel is required. Regular hours of work 8:30 a.m. to 4:45 p.m., with some flexibility required.

These duties are accomplished through contact with the following:

- Faculty in environmental research
- Students and student groups
- Student leaders, through efforts to bring sustainability initiatives to the student population
- Staff within Facility Resources
- Administrative staff
- General public
- Local environmental groups through the Peel Environmental Network
- Potential funding bodies within U of T (i.e. U.T.E.R.N.) or externally (i.e. Community Foundations)
- Media
- Representatives from governmental and other agencies; such as the UTM representative for the Peel Region Transportation Management Association Steering Committee
- U of T Capital Projects
- U of T Governing Council, including action in the Environmental Protection Advisory Committee

Challenges and Difficulties encountered would include:

- Considerable independence in allocating work assignments to students and exercising judgment regarding work priorities to meet project dead lines and ensuring communications to internal and external sources are accurate and timely.
- The Sustainability Coordinator is expected to balance and manage a diverse range of priorities and commitments in order to compliment and support the overall mission of the University, the UTM campus and the UTM Chief Administrative Office and Environmental Affairs.
- Data that is to be publicized must be accurate and dependable.
- Attention to detail with constant work interruptions. Pressure of working under strict deadlines. Difficulty in the scope of knowledge required such as operational, technical, financial, environmental, personnel, and curriculum.
- Funding limitations will make decisions regarding balancing opportunities against budget difficult.
- Directions provided by stakeholders may appear, at the worst, contradictory.
- The derivation of benchmark data, particularly from the past, may not have used standard methods for calculation.
- Outreach to diverse and possibly apathetic audiences will be challenging.
- Pressure to influence top-level decision-makers to make choices that have positive environmental impacts might be difficult.

**Position
Incumbent:**

Print Name

Supervisor:

Print Name

Title

**Position
Number:**

Signature:

Date:

Signature:

Date:
