

Job Description for Sustainability Coordinator Duke University

Title: Sustainability Coordinator

Department: Office of the Executive Vice President

Job Code: 2321

Level: 10

FLSA: Exempt

Occupational Summary:

The Sustainability Coordinator will develop, coordinate and administer programs and advise policies within the area of sustainability at Duke University.

Responsibilities:

Develop, plan, coordinate and implement activities including, but not limited to, seminars, conferences, workshops, short courses, clubs, shows, public events and other programs related to sustainability at Duke. Both the manner in which these activities are organized and the nature of their content should be geared towards achieving buy-in and habit transformation from student, faculty and staff community members.

Encourage and facilitate sustainability programs initiated by student, faculty and staff community members. Foster and coordinate new ideas and concepts for sustainability programming themes and identify materials and resources to supplement, expand or replace existing sustainability programming.

Assist the Executive Vice President in defining goals, performance metrics and a long range plan for sustainability at Duke. Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness.

Represent Duke's sustainability programs to the University; maintain liaison with groups, programs, offices and departments at Duke to achieve sustainability objectives; serve on various committees, such as the Environmental Management Advisory Committee (EMAC) and the Environmental Management System Committee.

Represent Duke's sustainability programs to the public; attend professional meetings as appropriate; interface with external organizations to ensure cooperative efforts are enhanced and available resources are utilized. These requirements necessitate the ability to travel and meet regularly outside of business hours.

Coordinate and/or participate in public relations activities to include preparing and supervising the production of a website, brochures, newsletters and other promotional materials and/or publications, preparing press releases, designing ads and fliers, and responding to inquiries; develop plans and schedules for release of publicity materials.

Research and maintain working knowledge of best practices at peer institutions with regards to sustainability.

Design and maintain a “clearinghouse” website for sustainability-related news at Duke.

Assist in the preparation of budgets and grants; monitor, verify and reconcile expenditure of budgeted funds as appropriate.

Recruit, interview, hire and manage student interns performing research or work on sustainability projects with well-defined deliverables.

Advertise, solicit and screen applications for the Green Grant Fund. Oversee the execution of projects receiving grants. Publicize the results of granted projects.

Perform other related duties incidental to the work described herein.

MINIMUM HIRING SPECIFICATIONS

SUSTAINABILITY COORDINATOR

Job Code 2321, Job Level 10, Job Family 28

EDUCATION & TRAINING

Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program.

EXPERIENCE

Work requires experience in program administration and knowledge of the University community necessary to plan, coordinate and implement a variety of program activities and events across schools and departments. Work requires excellent analytical, communication and organization skills; an ability to self-motivate, multi-task and to work in a fast-paced environment; to work under deadlines; and the ability to work closely with students, faculty and administrators from various schools and central administration.