

## SUSTAINABILITY COORDINATOR AT STERLING COLLEGE Position Description



**Primary Purpose:** Creatively works within existing and new arenas to promote innovations and maintain on-going program areas that further the College's goals of environmental education and sustainability. Provides community-wide education and guides the College in its role as a model in environmental leadership and education.

### **Responsibilities**

#### Environmental Affairs:

Acts as College's environmental affairs consultant. Coordinates the Sustainable Sterling Initiative. Makes recommendations to the College administration, the Plant Manager, the Kitchen Manager, the Work College Program, and those involved in purchasing (office supplies, bookstore, etc.), regarding methods and technologies to reduce waste, save energy, reduce greenhouse gas emissions, increase environmental awareness, and act in an environmentally responsible manner. Works directly with the Plant Manager to develop and implement conservation projects in the management of the college. Assists in implementing technologies into the environmental management of the College. Conducts a campus sustainability assessment every 2-3 years, and follows up on identified recommendations. Disseminates recommendations, celebrating achievements, targeting weaknesses and identifying areas for improvement. Works with Plant Manager, and Risk Management Committee to assure that the institution is in compliance with state and federal environmental regulations.

#### Campus Outreach and Education:

Acts as environmental awareness educator of College community. Educates all members of the College community about environmental responsibility and promotes environmentally sound campus stewardship and commitment to long-standing successful programs. Conducts an environmental awareness, energy and recycling orientation session for all new students during *A Sense of Place*. Educates the rest of the College community through the [Sustainable Sterling website](#), regular email updates, and through appropriate signage. Consistently promotes campus environmental responsibility through various methods including presentations and college publications, including the website.

#### Campus Sustainability:

Assists the College in advancing sustainability in such areas as current operations, academics, future visioning, and community development. Supports green building initiatives in conjunction with the Master Plan & Plant Committee. Pursues opportunities for local purchasing and investment in the Vermont economy. Explores technologies and options for reducing or offsetting greenhouse gas emissions generated by the College. Stimulates discussions, thinking and actions regarding sustainability throughout college community.

#### Sustainable design and environmentally responsible construction:

Sits on the Master Plan & Plant Committee and provides current resources and information regarding sustainable building and design. Works closely with the Master Plan & Plant Committee during the design and planning process, reviews plans and integrates green design principles and building practices into all new construction and renovations on campus, inclusive of ecologically supportive building materials, advocate minimal disturbance of natural habitats, promote active and passive solar energy, and advocate activities with material reuse, reduction and recycling in mind.

Advise projects and Work College positions and offers courses:

Works with faculty and students on campus sustainability related courses and research projects and labs. Assists with and advises other environmental projects initiated by students and staff. Supervises current Work College positions such as Sustainable Sterling Assistant and the Green Bikes Baron/Baroness.

Resources Service Provider:

Tracks relevant information and available resources staying up to date with the rapidly changing field through publications, memberships, electronic services as well as formal and informal networks. Provides resource material and information to faculty, staff, and students and on topics related to their work and interests, committees and to consultants or others outside the college upon request.

External Relations Role in National Leadership:

Represents and shares Sterling College's environmental, conservation, green design, and sustainable campus efforts to larger society through means such as presentations at conferences and other gatherings (requiring some travel), internet resources, by serving on local, statewide, regional or national committees and by actively participating in related networks outside the College. Assists with identifying and preparing proposals for grants and proposals for prospective donors. Actively prepares draft materials for approval and disseminates information about College's environmental advancements and activities, including drafting press releases and articles for publications, sending updates to other institutions of higher education and to national organizations, maintaining an informative and current web page and using other forms of communication for alumni, the greater surrounding region and the national/international community in addition to the College community. Orchestrates conferences and workshops to disseminate information, educate the College and broader community. Recommends compatible ways in which the College and the greater community or region's environmental goals can be achieved through partnership or cooperation with regional environmental events or collaborations. Quickly responds to requests from outside the College about the environmental programs and projects at Sterling.

CELEBRATE SUCCESS

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MODEL DESIRED BEHAVIOR

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ASK DIFFICULT QUESTIONS