

### Function

The Sustainability Program Coordinator supports in the development, implementation, evaluation, and further improvement of programs and activities aimed at enhancing sustainability at Southern Illinois University Carbondale.

### Duties and Responsibilities

- Develop, manage, implement, and improve sustainability related programming and/or activities.
- Support the recruitment and management of student team members.
  - Develop and encourage a team dynamic within the Sustainability Office staff.
  - Support the development of professional skill sets within team members.
- Represent SIU's sustainability programs to the University; maintain liaison with groups, programs, offices and/or departments to achieve sustainability objectives.
- Represent SIU's sustainability programs to the public; interface with external organizations.
- Develop, coordinate and/or participate in promotional activities such as website management, social media, visual communications, newsletters and/or other promotional materials and/or publications.
- Assist the Senior Coordinator of Sustainability in strategic and long term planning for sustainability at SIU Carbondale. Monitor and evaluate program effectiveness, and recommend and implement modifications to improve program effectiveness.
- Support the Green Fund program and Sustainability Council as directed by the Senior Coordinator of Sustainability.
- Perform other duties as assigned.

### Knowledge Required for the Job

- Bachelor's degree in sustainability related subject area.
- Demonstrated understanding of environmental, economic, and social issues related to sustainability to include, but not limited to: energy, water, transportation, food, waste, recycling, etc.
- Demonstrated understanding of Microsoft Office Suite.
- Ability to communicate with all levels of stakeholders and leadership.
- Ability to adapt to required university processes.
- Ability to adopt behaviors to influence change.

### Responsibility

- A. Supervisory Controls – The Senior Sustainability Coordinator assigns work, provides instructions, determines priorities, sets deadlines and defines objectives and boundaries for this position. Over time, the employee in this role will play a large role in this process. Work will be reviewed on a regular basis through regular conversation and activity or program debriefs.
- B. Guidelines – The employee must follow all applicable state and university guidelines.

### Difficulty

- A. Complexity – The manner in which above listed 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.
  - a. The employee must assess audience understanding and buy-in in a very short period of time and adjust messaging accordingly and on the fly.

- b. The employee must serve as a collaborative partner with stakeholders.
  - c. Examples of existing and future programming include energy and water conservation campaign, EcoReps, recycling, zero waste, green office, career closet, farm to fork dinner, Sustainability Month, Earth Month, sustainability campus group collaboration, move-out waste diversion, living learning community, etc.
  - d. The employee will develop, coordinate and/or participate in educational and outreach activities. new students (orientations, weeks of welcome, etc.) and existing students (student events, lectures, etc.).
- B. Scope and Effect – The Sustainability Program Coordinator supports in the development, implementation, evaluation, and further improvement of programs and activities aimed at enhancing sustainability at Southern Illinois University Carbondale. This job impacts SIU students, faculty, staff, and alumni, as well as community members. This employee will be making decisions guided by the Senior Sustainability Coordinator, but over time, the Sustainability Coordinator will have more autonomy.

Personal Relationships - The employee will interface with students, faculty, staff, alumni, vendors, and community members including media. Contacts can occur in person, over the phone, online, over email, and more. The purpose of these contacts vary and include (but are not limited to): customer service, collaboration requests, basic inquiry, requests for support, education, complaints, news, etc.

Working Conditions – The job is generally performed in an office environment which has an open door and windows to the public. Some programs and activities are performed outside, in classrooms, meeting rooms and/or in work areas of any university staff or faculty member.

Comments – The following specialty factors must be met for this position:

- Bachelor's degree.
- Demonstrated experience with planning and executing sustainability initiatives.

Note- Salary commiserate with experience.

The application mechanism can be found here:

<https://jobs.siu.edu/job-details-cs?jobID=6481&job=program-coordinator-sustainability>

Applicants must apply by **12:00 noon (central time), Thursday, August 24, 2017.**