



Faculty/Service Area: 4089 Facilities Services	
Initiative: Sustainability Projects Coordinators	
<p><b>Brief Explanation of Initiative:</b>          The KPU Environmental Sustainability Committee is submitting this proposal for a Sustainability Projects Coordinator to coordinate information gathering and communication of all sustainability initiatives across the institution and with outside community partners. Support others in moving their environmental sustainability priorities forward by maintaining communication channels through the institution and promoting synergies between the various proponents.</p>	
Initiative Priority:	
<p><u>Alignment with Strategic Plan:</u>  <b>Quality:</b>          Continue to enhance environmental sustainability efforts on campus.</p> <p><b>Reputation:</b>          KPU's unique role in higher education is promoted.</p> <p><b>Relevance:</b>          Community engagement</p>	
Implementation Timeline:	
<p><b>Risk (What is the risk of not implementing this initiative?)</b>          Duplication of effort as people are unaware of others doing similar projects. Continued lack of profile for KPU's sustainability accomplishments.</p>	
<p>Is this Budget Request          Ongoing or One-Time Only?                      Ongoing</p>	
Creation and Review Summary	
Submitted By:	
Approved By	

## 2016/17 Budget Planning

	Expected Scenario			
	2016/17	2017/18	2018/19	2019/20
<b>Expected Costs</b>				
<b>Salary and Benefits</b>				
Regularized FTE (F1)				
Regularized Faculty (1.0 FTE = \$88,300)	0	0	0	0
Contract Faculty FTE(F5)				
Contract Faculty (1.0 FTE =\$61,600)	0	0	0	0
Total Faculty	0	0	0	0
Staff				
Administration				
Other Salary (Aux, Student & CTP)	50,000	52,000	54,000	56,000
Benefits (average rate of 25%)	12,500	13,000	13,500	14,000
<b>Total Salary and Benefits Cost:</b>	<b>62,500</b>	<b>65,000</b>	<b>67,500</b>	<b>70,000</b>
<b>Non-Salary Costs:</b>				
Travel/Professional Development	1,500	1,500	1,500	1,500
Supplies	200	100	100	100
Other Costs - please list below:				
	1,000	1,000	1,000	1,000
Technology Costs - Schedule E	0	0	0	0
Library Resources				
<b>Total Non-salary Costs:</b>	<b>2,700</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>
<b>Capital Costs:</b>				
Furniture & Equipment - Schedule C	3,500	0	0	0
Renovations & Other Facilities - Schedule D				
<b>Total Capital Costs:</b>	<b>3,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Costs:</b>	<b>68,700</b>	<b>67,600</b>	<b>70,100</b>	<b>72,600</b>
<b>Expected Revenues or Funding Sources</b>				
Tuition Revenue				
External Grants, Partnerships, Fees				
Other				
Reallocation of resources				
<b>Total Revenues or Funding Sources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUNDING REQUIRED (net Revenues):</b>	<b>68,700</b>	<b>67,600</b>	<b>70,100</b>	<b>72,600</b>
New Ongoing Budget Allocation	68,700	67,600	70,100	72,600
One Time Only Budget Allocation				
<b>FUNDING REQUESTED:</b>	<b>68,700</b>	<b>67,600</b>	<b>70,100</b>	<b>72,600</b>
<b>Difference:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Assumptions & Comments:

To support KPU's Strategic Vision commitment to sustainability and the activities of the Environmental Sustainability Committee a person is required for coordination of initiatives. The Sustainability Projects Coordinator will coordinate information gathering and communication of all sustainability initiatives across the institution and with outside community partners. S/he will assist and support others in moving their environmental sustainability priorities forward by maintaining communication channels through the institution and promoting synergies between

the various proponents. S/he will assist the University in developing and communicating initiatives that fulfill its commitment to sustainability. Other costs provides a modest amount for items required for events.

## Schedule C - Furniture, Fixtures & Equipment Request

		Expected Scenario			
Item	Item Description Purpose/Details	2016/17	2017/18	2018/19	2019/20
1	Office furniture for new position	3500			
2					
3					
4					
5					
6					
Total Furniture and Equipment		3,500	0	0	0

## Schedule D - Capital Request Supporting Information

Campus:	
Contact Person's Email:	
Initiative Name:	Sustainability Projects Coordinators
Project Location (room #)	
Project Description:	
Requested Project Completion Date:	
Direction of University Space has assigned space for this project:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special equipment or technology requirements (not already included in Schedule C):	
If a move of departmental personnel or functions required as part of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>2016/17</b> <b>2017/18</b> <b>2018/19</b> <b>2019/20</b>
Preliminary Estimated Cost	
Impact on Ongoing Operating Budget:	
Impact on Future Capital Renewal Costs:	
General Comments:	
Facilities estimate provided by:	



# Schedule E - Technology Request Supporting Information

Detailed description of the technology requested:

Desired Implementation Date:

Item Type	Description	Expected Scenario			
		2016/17	2017/18	2018/19	2019/20
Select a field from the drop-down list	Please include a description				
	Please include a description				
	Please include a description				
	Please include a description				
	Please include a description				
	Please include a description				
<b>Total Technology Costs:</b>		0	0	0	0

Technology Estimate and Review Provided by:

## **Sustainability projects intern – draft job description.**

**Title:** Sustainability Projects Coordinator (Intern)

**Reports to:** President

### **Summary:**

The successful candidate will coordinate information gathering and communication of all sustainability initiatives across the institution and with outside community partners. S/he will assist and support others in moving their environmental sustainability priorities forward by maintaining communication channels through the institution and promoting synergies between the various proponents. S/he will assist the University in developing and communicating initiatives that fulfill its commitment to sustainability.

### **Principal Duties:**

- Maintain a web-based information gathering and diffusion site;
- Act as liaison between proponents of sustainability initiatives and the Kwantlen community (including decision makers) by gathering proposals, setting up meetings and contact opportunities, to facilitate activities and raise awareness of initiatives;
- Promote discussion and integration of sustainability concepts throughout the academic curriculum;
- Research and identify potential sources of external and internal funding to support sustainability initiatives;
- Make recommendations in support of relevant activities;
- Keep detailed records of proposals, initiatives, and activities undertaken to promote sustainability.
- Research and identify environmental sustainability activities and practices from other post-secondary institutions and organizations to inform KPU's initiatives.
- Support the development of a KPU integrated environmental sustainability multi-year plan.

### **Requirements:**

- Familiarity with sustainability concepts in the context of a post-secondary educational institution;
- Ability to develop and maintain a computer-based information gathering and dissemination system;
- Demonstrated excellence in communication, information gathering and presentation skills;
- Degree in a discipline that incorporates sustainability concepts in its curriculum.



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## MEMORANDUM

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**To:** Karen Hearn & Betty Worbec , co-chairs, KPU Environmental Sustainability Committee  
**From:** Mairi Lester, Sustainability Coordinator, Kwantlen Student Association  
**Date:** December 16, 2014  
**re:** Sustainability Coordinator Proposal

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### I. Preamble

KPU is increasingly working towards more sustainability in programming, operations, and campus activities and has embedded sustainability within the VISION 2018 planning process. Currently sustainability tasks have been incorporated into existing positions; however there is no on-campus coordinator of sustainability efforts. Creating an on campus sustainability coordinator position, and branding for their role, will enable an overall branding of sustainability at KPU and expand the opportunities for the incorporation and expansion of sustainability activities throughout the university.

### II. Exploration

A Sustainability Coordinator would be responsible for overseeing sustainability related efforts at KPU including monitoring, reporting, programming, research and initiative development.

Universities across North America have begun to hire sustainability coordinators and develop sustainability offices and KPU needs to do so as well. These positions are dedicated staff who assist the organization in becoming more sustainable. Often the University's staff work closely with student associations, on campus clubs, student volunteers, faculty and staff to create programs that recognize the unique situations of each campus and to come up with solutions that best represent the needs of the university. Addressing areas where they have already achieved success and further areas where more work is needed. The role of these staff members is to raise sustainability as a key consideration throughout the university's operations through collaboration, networking and resources. Their positions work to embed sustainability in policies and curricula.

In British Columbia, schools with sustainability offices or coordinators include Simon Fraser University, the University of British Columbia, the University of Victoria, the University of Northern British Columbia, the British Columbia Institute of Technology, the University of the Fraser Valley, and Thompson Rivers University among others. They are active on social media, in campus publications, at campus events and provide workshops for students, faculty, and staff as well as policy, operations, curricula and planning. They are key contributors to the changing face of sustainability in higher education and participate in dialogue and idea sharing with universities across North America.

### III. Proposal

The proposed Sustainability Coordinator position should be a full time senior position at the university, with the authority to affect policy and operational changes. The role would support and resource the Sustainability Committee and work throughout the university to affect change supporting departments with research, policy, guidance, events, and resources.

Most local universities have sustainability staff housed within an Office or Centre of Sustainability, this type of infrastructure is more than KPU currently needs, but looking at the roles within these offices provides guidance for the development of a Sustainability Coordinator role at KPU.





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## MEMORANDUM

The University of Victoria has an Office of Sustainability with several Sustainability Coordinator roles. These are the level of position being proposed. The UVIC position includes coordinating with other staff, overseeing specific programs for operations, helping with sustainability reporting, liaising with other Sustainability Coordinators. At UVIC, the Sustainability Coordinators were initially embedded within Facilities however, for KPU it would be more appropriate to have this person report outside of Facilities.

Concordia University hired a Sustainability Coordinator whose tasks are more oriented to making connections between the University staff and departments, networking with external organizations and assisting with reporting.

At Duke University, their Sustainability Coordinator position reports to the Office of the Executive Vice President and includes more tasks related to student engagement, resource planning, managing a sustainability budget, and developing projects working with all members of the campus community to address sustainability goals. This position is also the coordinator for their Green Fund Program. See attached for the detailed job descriptions.

According to research from AASHE<sup>1</sup>, Sustainability Coordinators wages typically fall between \$35,000 and \$95,000 per annum. The position at Concordia was advertised as \$62,000 to \$75,000 dollars.

#### IV. Recommendation

For KPU, the Sustainability Coordinator position should report to the President and be giving the authority to influence policy, operations, budgets and other planning processes across campus. The ideal job description would integrate facets of each of the job descriptions described above including engagement, coordination of resources, policy development and operations. These tasks would enable the Sustainability Coordinator to make real contributions to KPU achieving the VISION 2018 goal to integrate sustainability throughout campus, and assist the university toward other goals including engaging the student body, increase the frequency of communication ... [and] collaboration, and relationship-building among departments, and creat[ing] a safe and inclusive [environment].

The requirements for qualifications should be an undergraduate degree with 3-5 years of experience completing this type of work, with preference to a candidate with a Master's degree. There are a range of degree fields such as environmental science, planning, resource management to name a few. In terms of experience necessary skills include project management, community engagement, facilitation, sustainability programming experience and practical skills like budget management, tabling and running events. Based on information about what other Sustainability Coordinators are paid this position should be paid between \$55,000 and \$65,000 a year plus benefits.

KPU should start by hiring a Sustainability Coordinator with the intention and planning, to create an office or centre for sustainability around 2020.

<sup>1</sup> [http://www.aashe.org/files/documents/programs/2012\\_staffsurvey-final.pdf](http://www.aashe.org/files/documents/programs/2012_staffsurvey-final.pdf) - it should be noted that the type of position recommended for KPU would fall between what the AASHE report calls a Sustainability Manager and Sustainability Coordinator.



# UNIVERSITY OF VICTORIA

## POSITION DESCRIPTION

### A. IDENTIFICATION

<i>Position Title:</i>	<b>SUSTAINABILITY COORDINATOR</b>
<i>Department / Division / School:</i>	<b>FACILITIES MANAGEMENT</b>
<i>Position Reports To (Title):</i>	<b>EXECUTIVE DIRECTOR, FACILITIES MANAGEMENT</b>

### B. POSITION SUMMARY

This position is within the department of Facilities Management, reports to the Executive Director in Facilities Management, and is responsible for environmental sustainability issues at the University of Victoria.

The aim of the position is to improve environmental sustainability on campus in order to enhance and preserve the physical environment for current and future users.

The position provides input to and assists with transportation demand management, energy management, water management, waste management, natural areas' management, green buildings and renovations, as well as various sustainability aspects of campus planning.

In response to the principles, goals, and actions in the 2003 Campus Plan, the Sustainability Coordinator works with various stakeholders to develop, implement, or improve environmental sustainability practices or initiatives.

### C. DUTIES & RESPONSIBILITIES

Under the supervision of the Executive Director, the Sustainability Coordinator will be responsible for the following functions:

- Identifying potential environmental impacts of a given project or plan, researching mitigation options, recommending changes or alterations, and assisting with determining the required level of communications.
- Providing advice and recommendations on best management practices and/or policy directions to the Director of Campus Planning and Sustainability, the Director of Maintenance and Operations and associated managers.

- Providing information and resources for students, faculty and staff to assist with the creation of course content, planning of academic projects or development of research projects related to sustainability.
- Providing input and support to on-campus student groups on campaigns, initiatives and programs in order to compliment sustainability efforts.
- Supervising the Transportation Demand Management (TDM) Coordinator.
- In coordination with the TDM Coordinator and Manager of Parking Services, develop the annual budget and oversee implementation of TDM programs and special events.
- Examining current practices in academic, support and operational units to develop new systems to reduce resource consumption. Implementing resource conservation programs and initiatives and create educational materials to accompany programs.
- Providing support to and recommending best management practices to Project Managers and Manager of Campus Planning on implementation of LEED Green Building Program and campus sustainable development guidelines.
- Implementing waste reduction, recycling and composting programs on campus.
- Compiling data, writing text, and developing layout for University Sustainability Report.
- Liaising with other university/college Sustainability Coordinators or equivalents to maintain partnerships among institutions.
- Communicating and reporting on university's efforts and success in environmental sustainability to the internal campus community. This includes participating in local, regional and provincial events or forums to showcase university environmental achievements and representing the university in regional committees or at special events pertaining to environmental issues.
- Participating on various university committees and task forces to provide input on environmental impacts and best management practices.
- Working cooperatively with the Environmental Health and Safety Coordinator on improving employee health and safety through operational programs or practices that relate to environmental sustainability.

- Developing applications for regional, provincial and national awards recognizing environmental sustainability accomplishments by the University.
- Interviewing, hiring and supervising Student Summer Work or Coop Employees.
- Identifying, and where appropriate, applying for funding from outside agencies for sustainability projects.

***D. DECISION MAKING***

- Required to address all phases of campus sustainability programs from conception through to evaluation.
  - Duties include preliminary research, program development, obtaining approvals, implementation, monitoring and evaluation.

***E. PROBLEM SOLVING***

- Responding to requests from Department Managers, Project Officers or other members of the campus community. Analysis of options including: operational impact, cost, external benefits, internal benefits, and examination of other institutional case studies.

***F. SUPERVISION EXERCISED***

- Supervise Transportation Demand Management Coordinator.
- Supervise various Consultant contracts.
- Supervise Work Study or Coop Employees as required.

***G. SUPERVISION RECEIVED***

- Carries out duties under the direction of the Executive Director, Facilities Management.

***H. ENTRANCE QUALIFICATIONS***

An Undergraduate Degree, preferably in Environmental Science, Environmental Technology, and/or Environmental Engineering and one or two years of related experience.

Persons with a diploma in a related field and a minimum of three years experience in this field will also be considered.



A sound knowledge of environmental issues is required, together with some experience in developing and delivering Adult Education Programs. Strong computer and technical abilities including: word processing, database management, e-mail and web-based communications are also required.

Report writing and reading comprehension skills applicable to specialized technical documents, reports, proposals, research papers and grant applications are essential.

***I. INTERPERSONAL SKILLS***

- Ability to work with, understand, communicate effectively with, and facilitate meetings with a diverse set of people including students, Union employees, administrators, faculty, the President and Vice-President Offices, and the surrounding community;
- Must have a creative, dynamic, and solution-oriented approach to problem solving;
- Demonstrated understanding of, and experience working with, each of the sustainability theme areas described in Section C above;
- Management and team building experience;
- Ability to work well in a team environment as well as being self-directed and motivated.

***J. UNUSUAL WORKING CONDITIONS***

N/A.

***K. ACCOUNTABILITY & SCOPE***

***L. ORGANIZATIONAL RELATIONSHIPS***

*See attached chart.*

***M. APPROVALS***

*Supervisor's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Executive Director's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

# Job description

Candidates will receive an email confirmation when submitting their application online. However, only candidates selected for interviews will be contacted. Please allow for 12 hours from the time you send in your application to receive an email confirmation.

## ENVIRONMENTAL HEALTH AND SAFETY SUSTAINABILITY COORDINATOR (P4693)

Posted on: June 4, 2014

Deadline: June 17, 2014

Grade: 12

### Scope

Reporting to the Director of Environmental Health and Safety, 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.

### Primary responsibilities

- Coordinate the review and evaluation of recommendations made in the campus sustainability assessment, in discussion and collaboration with appropriate university sectors.
- 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 Sustainable Concordia Project (SCP) advisory committee meetings; and by handling day-to-day communications.
- Liaise with university service departments to promote sustainability initiatives in decision making and operations.
- Coordinate and facilitate sustainability initiatives.
- 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.
- Oversee annual development of new objectives using long term strategies and policies to support sustainability.
- Ensure on-going progress on sustainability issues at Concordia University; produce a bi-annual activities report.
- Keep abreast of new developments in sustainability around the world.

### Requirements

- Bachelor's degree and two to four years of experience in the sustainability field.
- Strong community organizing abilities; at least two to four years experience in the field.
- Strong working knowledge and passion for the concept of sustainability, awareness of the central issues and controversies in the discourse on sustainable development.
- Very good spoken and written English (level 4) to draft reports, able to speak with sensitivity on complex subjects; good spoken French (level 3) to respond to work-related queries.
- 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).
- Demonstrated leadership experience; prior project-management experience.
- Experience with collaborative planning models, group facilitation and decision making processes, and consensus based decision-making.
- Demonstrated ability to fundraise, conduct business planning, and to follow budgets.
- Experience in media relations and in managing communications.
- Strong interpersonal skills and conflict resolution abilities and the ability to meet deadlines and establish timelines.

### Salary

\$62,703.84- \$74,936.90 per annum

### Union/Association

CUPEU

Interested applicants must submit a curriculum vitae with a covering letter by **June 17, 2014**, to:

Job opportunities

Employment equity

Student jobs

Immigration guide for faculty

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- HR contacts



**Elvira Fiorentino**  
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External Candidates - [hr-employment@concordia.ca](mailto:hr-employment@concordia.ca)  
Internal Candidates - [eed-employment@concordia.ca](mailto:eed-employment@concordia.ca)  
(please enter your Employee ID number in the subject line)

**IMPORTANT: The language and computer skills of short-listed candidates will be tested.**

Concordia University is committed to Employment Equity and encourages applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities.

## **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.