



**SEATTLE COLLEGES**  
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**SEATTLE COLLEGES**  
invites applications for the position of:

# **Interim Sustainability Coordinator**

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**SALARY:** \$3,044.00-\$4,013.00 Monthly  
\$36,528.00-\$47,532.00 Annually

**OPENING DATE:** 9/7/18

**CLOSING DATE:** 9/16/18

**LOCATION:** North Seattle College, 9600 College Way N, Seattle, WA

**JOB TYPE:** Full-Time

**POSITION SUMMARY:**

The Interim Sustainability Coordinator is a student funded, full time, 7 month exempt position that resides within the Department of Student Leadership. The primary responsibilities of the Sustainability Coordinator are:

1. provide leadership in developing, coordinating, and administering programs that work to create a socially just and environmentally sustainable campus;
2. guide and advise college personnel on ways of integrating and infusing sustainability throughout all areas the college; collaborate with students and college employees including administration, faculty, and staff to plan, develop, and facilitate coordinated sustainability efforts;
3. educate, build, and foster a culture that recognizes and supports the social, economic, and environmental aspects of sustainability;
4. provide inspiration, vision, and leadership to advance North's commitment and progress on our sustainability benchmarks and goals;
5. support and evaluate existing programs and guide the development of new initiatives that support sustainability; raise internal and external awareness of and support for existing and developing Sustainability Office initiatives.

A successful candidate is a "can do" self-starter who thrives in a collaborative, creative, and team focused environment in which flexibility, versatility, and multitasking are a daily experience. Candidates who embody a passion for sustainability AND a demonstrated commitment to diversity, inclusion, and educational equity will find this position to be both satisfying and deeply meaningful.

## Essential Functions

- **ENGAGEMENT**
  - Serve as advisor for the Student Leadership Sustainability Board.
  - Act as campus spokesperson for sustainability and work with student, faculty and staff groups on issues of sustainability.
  - Develop, implement, and evaluate comprehensive student-focused sustainability programs.
  - Hire, train, and supervise sustainability student employees to assist in carrying out the work of the Sustainability Office.
  - Develop and operate the Sustainability Office as a sustainability resource for the campus community; coordinate, support, and expand opportunities for faculty, staff, students, and administrators to learn about sustainability and incorporate sustainable practices into their day-to-day work.
  - Identify and create volunteer and internship opportunities for students; create outreach strategies to make students aware of sustainability related opportunities.
  - Develop, plan, coordinate and present sustainability related seminars, and workshops and create educational materials for the campus.
  - Manage the sustainability program budget.
- **OPERATIONS AND ACADEMICS**
  - Chair and facilitate the work of the President's Advisory Council on Sustainability including: ensuring two-way communication with the college community and follow-through on recommendations and action items.
  - Provide leadership to develop projects and strategies that effectively integrate sustainability attitudes, behaviors, and values throughout all aspects of the college sustainability work.
  - Advise, guide and work in partnership with students, administrators, faculty, staff, and (where appropriate) outside organizations, to position North as a leader in sustainability in higher education.
  - Involve the college community in setting realistic, measurable goals around campus sustainability; develop annual planning priorities for the campus; identify annual expected outcomes, and coordinate appropriate evaluation of these efforts.
  - Partner with administration and department leaders to identify, seek, and secure grant funding, corporate partnerships, and other savings programs to further campus sustainability efforts.
  - Work to integrate sustainability into the colleges' Strategic Plan.
  - Offer an experienced perspective on matters relating to sustainability; build relationships with campus administrative, operational, academic, and student groups to help advance sustainability efforts throughout campus.
  - Assemble, disseminate, and report on campus sustainability commitments and obligations, such as AASHE (American Association for Sustainability on Higher Education) STARS (Sustainability Tracking, Assessment & Rating System).
  - Write, gather and maintain up-to-date content for the Sustainability website including resources, quarterly and annual reports.
  - Participate in Student Leadership and College functions aimed at recruiting or retaining students.

- Represent North in district, state, and regional higher learning initiatives related to sustainability for both operational and curricular efforts.
- Collaborate with District Sustainability Coordinator to develop and implement the District Sustainability Plan by establishing action plans, timelines, and benchmarks.
- Act as a resource to faculty and academic leadership to provide input on incorporating sustainability into curriculum; serve as a guest lecturer in sustainability-oriented courses.
- **PLANNING AND ADMINISTRATION**
  - Represent the interests of sustainability in working with campus units such as Facilities, Food & Dining, Transportation, Administration, Student Service Programs, and others as appropriate to infuse sustainability principles into campus short and long-range planning, building design, construction, and operations.
  - Offer expertise and collaboratively foster initiatives to reduce campus resource consumption and waste generation.
  - Gather and distribute baseline information about the current sustainability of campus operations and work to set benchmark goals to improve status.

### **Required Education, Experience & Abilities**

- Minimum of a Bachelor's Degree in Sustainability or related field and two years' work experience implementing sustainable programs and initiatives.
- Demonstrated cultural competency and the ability to communicate and work effectively with people from diverse backgrounds such as racial, ethnic, religious, linguistic, gender, age, marital status, family status, sexual orientation, socio-economic, and with diverse physical and learning disabilities.
- Demonstrated commitment, knowledge, and experience with engaging diverse communities in sustainability work.
- Understanding of sustainability theories as well as local, national, and global sustainability initiatives and best practices. Proven ability to apply these theories in practical applications.
- Demonstrated ability to develop and execute new programs within an academic setting.
- Excellent oral and written communication skills, comfort with public speaking, ability to listen and learn and engender trust among various constituencies.
- Excellent management, team-building, relationship-building, and networking skills.

### **Preferred Qualifications**

- Master's level coursework or a Master's Degree in environmental science, sustainability or related field is preferred and can substitute for required experience.
- 3+ years of experience working on institutional sustainability.
- Experience working in an educational institution.
- Familiarity with utility data and resource management tools.