



## UVM OFFICE OF SUSTAINABILITY (OS)

**Position Title:** Eco-Rep Topic Team Lead

### **Job Description:**

Eco-Reps are trained in environmental justice and leadership in order to promote sustainability programs at the University and encourage sustainable behaviors among peers. The program focuses on the three topic areas of food, waste and transportation. Team Leads support their Eco-Rep Topic Team and report to a staff Topic Lead.

Eco-Reps can expect to gain an increased understanding of campus sustainability operations and goals, learn about environmental justice, practice various strategies for enacting change, and improve leadership and professional skills.

Team Leads are expected to work an average of 7 hours per week. Actual weekly hours will fluctuate. The hourly rate starts at \$1 above minimum wage and increases with each year of employment.

Visit our [website](#) to learn more about the program before applying.

### **Job Duties:**

Leadership: Team Leaders help the Program Coordinator and Topic Leaders run the program. It's important for them to understand the bigger picture of campus sustainability and Eco-Rep's role in it. Serve as a liaison between Eco-Reps and Topic Leaders by communicating clearly and regularly.

Supervision: serve as an intermediary supervisor to the 4-7 Eco-Reps in your topic team. Act as the first point of contact for Eco-Reps within Topic Team. Support Eco-Reps in understanding the program, topic and their role. Help foster a sense of community within Topic Team.

Topic Support: develop a strong understanding of the topic area in order to answer questions and educate other Eco-Reps. Work with Topic Lead on problem solving, creating materials, weighing in on direction, designing and facilitating meetings, developing partnerships, and more. Will focus more on planning and support than implementation of activities, which is mostly done by non-lead Eco-Reps, but are expected to be available for implementation as needed. May work on longer term or more involved projects for the Topic Team.

Overarching Program Support: contribute to the overall program by facilitating the weekly all Eco-Rep meeting, maintaining Eco-Rep social media accounts, contributing to the Eco-Rep newsletter, helping keep the website up to date, giving feedback on the program, measuring the effectiveness of Topic Team activities, contributing to the annual report and case studies and assisting with hiring and recruiting.

Administrative: Hold regularly scheduled office hours (three hours/week). Attend all scheduled meetings and training sessions. These may include but are not limited to weekly General Meetings, Topic Team

and Team Leader meetings along with spring and fall trainings. Come to campus for events and other activities frequently.

And More: 2022-2023 is the first year of an adapted Eco-Rep Program model so there are sure to be things we haven't thought of! Perform other duties as assigned.

**Qualifications:**

Excitement about the Eco-Reps mission and motivation to enact it. Commitment to represent Office of Sustainability and UVM in a positive and productive manner.

Strong understanding of sustainability. Commitment to social and environmental justice.

Knowledge of existing campus sustainability priorities and programs.

Able to define tasks and next steps towards established objectives independently. Has strong attention to detail, professional communication and problem-solving skills. Must be reliable, responsible and self-motivated.

Comfortable supervising peers. Able to easily engage with others.

Able to attend in person weekly meetings 8-9pm on Mondays.

**Desirable skills:**

Full academic year commitment.

Prior experience as an Eco-Rep.

Prior experience supervising peers.

Familiarity with community based social marketing.