Job Requisition Number: 032448
Department Name / Number: VP Finance & Administration-11000
Classification Title: Administrative Coordinator

Posting Details
Posting Information

Sustainability Projects Coordinator
Staff

Job Overview
Oversee, organize and implement operational services in support of major projects and programs for the Office of Sustainability. Oversee financial and administrative functions of the office. Supervise temporary staff and interns.

Determine the need for data in standard University reporting for sustainability indicators. Collaborate with data "owners" to collect data in a format that may be compared to other institutions or might set the standard for reporting on indicators where standard benchmarks do not exist. Oversee development and publishing of progress reports, working collaboratively with the director, students, staff, and faculty. Oversee and perform data management functions; develop and provide reports using standard and specialized software applications.

Compile and analyze information needed for articles, awards, grant applications, surveys, and individual requests. Develop and maintain information and outreach programs including formal publications and web based information about campus greening projects and practices. Create, routinely update, and maintain a department website. Support the development of Environmental Management Systems in conjunction with faculty and staff.

In collaboration with a steering committee, coordinate, oversee, and implement programs in support of the Office of Sustainability including Environmental Forum, Eco-Fair, Focus the Nation and other events. Prioritize work of interns and volunteers, facilitate programming and achieve strategic outcomes; evaluate and recommend changes needed to improve programming and publications and develop short-term plans and program goals needed to meet targets.

Provide functional and administrative supervision of volunteers, temporary staff, graduate students, and undergraduate student interns.

Using experience gathered from benchmarking, the environmental forum and other events, participate in the development of strategies and processes for planning and management of sustainability-related activities. Research best practices and work with professional networks to explore and develop opportunities for inter-institutional collaboration.

Manage budgets and agreements for Office of Sustainability projects, including Clean Energy Fund and Small Grants Program.

Minimum Qualifications or equivalent combination of education & experience
Bachelor's degree in related field and two to four years related experience required. Effective written and oral communications skills and computer skills, including Internet research, data management, document writing and layout, and website management required.

Commitment to diversity and inclusion required. For more information regarding the University of Vermont's diversity initiatives, please visit the President's web site at: http://www.uvm.edu/president

Familiarity with field of sustainability in higher education desirable. Experience with project management, institutional budgets and financial systems and teaching and/or working with students on service learning projects desirable. Knowledge and experience in related topics, such as green building, waste management, energy efficiency, grant-writing, service-learning, community development and sustainability reporting desirable. Familiarity with the University of Vermont campus community and relevant Vermont organizations desirable.

Desirable Qualifications

Other Information
A probationary period may be required

Exempt / Non-Exempt
Exempt

Pay Band: 34,224 - 65,030