



POSITION DESCRIPTION

Sustainability Coordinators help UBC foster a culture of sustainability.

POSITION TITLE

Sustainability Coordinator

RESPONSIBILITIES

- Recruit other department members to support sustainability initiatives (ie: by co-sharing the SC role or forming a department sustainability committee)
- Encourage staff/faculty/students to:
 - reduce energy use
 - promote alternatives to single occupant vehicle (SOV) trips to campus
 - enhance waste diversion and the use of UBC's recycling programs
 - purchase more sustainable products and services
 - host green meetings and events
 - support UBC's health and wellness initiatives, equity, diversity and accessibility programs
- Disseminate and promote sustainability-related updates and events to your department
- Engage colleagues and co-workers in sustainability campaigns (ie: Bike to Work Week, Fair Trade Week, Earth Hour)
- Orient new staff, faculty and students to UBC's sustainability policies, practices and programs
- Attend scheduled lunch and learn meetings and networking events whenever possible
- Bring suggestions and ideas for improvement to the attention of the program manager
- Notify Campus Sustainability if unable to continue in the position for any reason and assist in identifying a replacement SC within your unit

TIME COMMITMENT

- An average of two to four hours per month of work time (with supervisor permission)

QUALIFICATIONS

- Passion for sustainability and a desire to create positive change in the workplace
- Excellent communication, listening and interpersonal skills
- Confidence to introduce and model sustainable workplace practices and to engage peers
- Willingness to learn and have fun!

BENEFITS

- An opportunity to:
 - Learn about and work toward a sustainable community
 - Network with colleagues with similar interests
 - Expand your professional experience
 - Access SC-specific resources and tools, including the SC Toolkits and Xerox Workplace Sustainability Fund
- Attend regular lunch and learns and networking events
- Orientation and training
- Annual Sustainability Appreciation Luncheon

LIAISES WITH

SC Program Managers (Charlene Ponto and/or Kara McDougall)