



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Sustainability Coordinator
Status: Full-Time (35 hours per week)
Grade: 11
Union: PSA@RIC (Professional Staff Association)
Reports To: Director, Facilities and Operations

PRIMARY PURPOSE:

The Sustainability Coordinator will advance Rhode Island College's efforts to become a sustainability leader in higher education by working with senior administrators, students, faculty, staff, and community partners to provide the knowledge, skills, and motivation that will integrate sustainability values and practices into the college's strategic planning processes. The coordinator will serve as the campus spokesperson on sustainability issues with internal and external constituencies and organize and oversee the implementation and management of a comprehensive co-curricular program to promote awareness of environmental sustainability to establish a campus culture that fosters responsible stewardship of resources on campus and in the community. The coordinator will explore workforce development needs and opportunities related to sustainability in the community and lead the development of credit and non-credit courses and programs to provide required training, skills, and knowledge.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Create and administer robust campus co-curricular sustainability programming that advances knowledge of, and participation in, campus and community sustainability initiatives. Will be responsible for the development and implementation of a minimum of two new programs each term.
- Serve as coordinator of the Rhode Island College Green Team to promote sustainable practices by working directly with operational units, academic departments, student organizations, senior administrators, and community organizations to coordinate and/or enhance involvement in the college's sustainability initiatives. Meetings will be held on a monthly basis from September to April; and the coordinator will prepare and provide mid-year and final reports to the Green Team on membership, business, and accomplishments.
- Work with community and campus partners to identify workforce development needs related to sustainability and lead the development of credit and non-credit courses and programs to address workforce needs. Will be responsible for the development and implementation of a minimum of one new course or training program each term.
- Work with community partners and Career Development to identify student internship opportunities related to sustainability. Will be responsible for the identification of a minimum of two new community student internship opportunities each term.

- Identify grant-funding opportunities and prepare and submit proposal applications for external funding; administer any awarded funds. Will be responsible for a minimum of one new grant proposal submission each term.
- Maintain and update content on the PSCE sustainability Web page; update content in a timely manner; incorporate calendar and resource listings and other relevant information and links as needed.
- Serve as the campus spokesperson and representative, in consultation with the Office of College Communications and Marketing, on sustainability issues with internal and external constituencies. Use social media to advance knowledge of the college's sustainability initiatives and programs.
- Oversee the campus beekeeping program and Bee Education Center facility and programs.
- Supervise student employees and interns and serve as advisor to the student Environmental Club.
- Increase membership in, and programming sponsored by, the Environmental Club.

Education and Campus Outreach:

- Work with academic units and faculty, the Admissions Office and new student programs to make prospective and new students aware of the College's sustainability curriculum, programs, opportunities, and efforts.
- Assist students and faculty with sustainability projects.
- Work with various community sectors and partners to identify and develop workforce training and educational programs related to sustainability.
- Enhance the public image of RIC sustainability practices with effective Web information, traditional and social media, print materials, and other informational materials for campus and external audiences.
- Make presentations to the campus community to promote stewardship and a commitment to sustainable goals.
- Research and maintain working knowledge of best practices at peer institutions with regard to sustainability. Collect and report data and performance metrics at the end of the fall term on campus sustainability initiatives, progress, and future plans.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Vice President for Professional Studies and Continuing Education.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

- Minimum of three years of work experience related to sustainability.
- Leadership experience in environmental initiatives and sustainability programming development and management for students and community sectors.
- Excellent communication skills and promotional management experience.

- Experience in successful grant writing and grants administration.
- Experience in organizing, coordinating, and supervising support staff, interns, and/or student workers.

Skills, Knowledge and Abilities:

- Extensive knowledge of sustainability issues and best practices.
- Commitment to institutional and societal sustainability.
- Analytical and planning skills.
- Familiarity with national and industry sustainability certifications, standards, and practices.
- Ability to work effectively in a culturally diverse institution.
- Proficiency in MS Office Word, Excel, PowerPoint.
- Ability to develop effective promotional campaigns and materials.
- Ability to drive a van or light duty truck.
- Ability to lift 30-35 pounds.
- Ability to work at heights (e.g. on ladders).

PREFERRED:

- Master's degree.
- Experience in college sustainability programming.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered from working on projects with students in the field. The potential exists where exposure to bees can also be encountered.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.