

## Sustainability Coordinators Program – Position Description

Join a team of dedicated staff working to make UCalgary more sustainable.

**Position Title:** Sustainability Coordinator

**Department:** Office of Sustainability

### General Overview

Devote 2-5 hours per month on sustainability-focused activities to further the institution's sustainability goals. Also, to develop your professional skills and encourage collaboration between likeminded individuals.

### Primary Responsibilities of the Position

- Integrate sustainability into everyday activities around campus through collaboration with the Office of Sustainability and other business units.
- Deliver sustainability focused information to your business unit.
- Engage colleagues in sustainability campaigns including: PowerOFF, Fair Trade Week, Earth Hour
- Encourage staff, faculty and students to:
  - Reduce energy use
  - Explore transportation alternatives to work
  - Understand certifications for purchasing products and explore sustainable options
  - Host green meetings and events
  - Improve waste diversion on campus
  - Reduce water consumption when opportunities are available
- Recruit colleagues to support sustainability initiatives and join the Sustainability Coordinators team.
- Explore opportunities to create a sustainability committee within your department, floor or building.
- Attend scheduled meetings to keep up to date on activities, events, and training.
- Share ideas, suggestions, and questions with other Sustainability Coordinators and Office of Sustainability.
- Notify the Office of Sustainability if you are unable to continue as a Sustainability Coordinator and provide suggestions for a replacement.

### Time Commitment

- An average 2-5 hours per month of work time (with permission of your manager)

### Qualifications

- Interested in sustainability and a desire to be involved in making change happen on campus.
- Effective communication and interpersonal skills.
- Ability to share sustainability information and model behaviours at work.

### Benefits

- Learn about sustainability concepts and in various contexts (on campus, locally, and globally).
- Network with likeminded UCalgary staff and faculty.
- Expand your professional experience by gaining skills in leadership, presenting, organization, and reporting.
- Attend orientation and training events including lunch and learns