

Student Sustainability Coordinator

Position Description: This high-profile student position will assist the Sustainability Manager in coordinating green initiatives on campus, including planning/organization and implementation of events and education/outreach campaigns. Additionally the coordinator will provide support to student groups on campus and network with external groups, in particular the goBeyond Campus Climate Network. The Student Sustainability Coordinator will help coordinate communications between a wide range of UNBC participants (faculty, students and staff) and will report directly to the Sustainability Manager.

Pay: \$14 per hour (inclusive vacation pay)

Hours per Week: Part-time; 10 hours per week

Start Date: October 1 2011

Length of Position: 6 months; the appointment for this position will be October 1, 2011 – April 15, 2012 (with the possibility for extension).

Qualifications:

- A part time or full-time undergraduate (must have completed a minimum of 60 credit hours) or graduate student attending UNBC
- Demonstrated experience working with post-secondary stakeholders (student groups, administration, faculty etc)
- Preference may be given to candidates that are passionate about sustainability, campus community and green initiatives

Skills:

- Exceptional written and oral communication and presentation skills
- Able to work independently but also with diverse groups
- Well organized, creative and strong interpersonal skills
- Capable of taking initiative and working in a flexible work environment
- Proven community leader and capable of overseeing groups
- Marketing and communications skills are an asset

Note: These are preferred qualifications. If you do not meet every qualification but feel you are a good candidate, you are still encouraged to apply.

Duties:

- Coordinate with and support student groups, particularly groups outside of the environmental field
- Communication and engagement with campus community
- Assisting with events planning and coordination (i.e. Green Day, Local Foods Day, etc.)
- Lend support, publicize, and advocate for new sustainability initiatives among faculty, staff, and student clubs
- Assist with other campus sustainability projects as needed (i.e. University Farmers' Market, Compost Program, etc.)
- Create and maintain a database of sustainability projects at UNBC
- Give classroom presentations on sustainability at UNBC
- Conduct research of best practices in campus sustainability
- Promote campus sustainability both within the UNBC community and across the province of BC, including coordination with other universities and organizations in BC (i.e. goBEYOND campus climate project)
- Provide information and answer questions during the Green University Centre office hours

Application Instructions:

- Please submit a resume and cover letter that indicates how your education, experience, skills, knowledge and/or interests fit with sustainability and green initiatives and why this makes you an ideal candidate.
- Please include an unofficial transcript or list of courses indicating proof of education and expected graduation date.
- Please submit application electronically (PDF format preferred) to dsmyth@unbc.ca with the subject line "YOUR NAME Student Sustainability Coordinator".
- Applications must be received no later than September 15, 2011 at 4:30pm.
- For more information on this position or the Green University Centre, please contact Danielle Smyth at (250) 960-6623 or dsmyth@unbc.ca.

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.