

SUSTAINABILITY OUTREACH COORDINATOR, DUKE UNIVERSITY

JOB DESCRIPTION

JOB TITLE: Sustainability Outreach Coordinator

REQUISITION NUMBER – 400311640, Duke HR site - <https://www.hr.duke.edu/>

JOB CODE: 2321, Level 10, Exempt

REPORTS TO: Environmental Sustainability Director

JOB PURPOSE: Fifty percent of this job will be developing and implementing behavior modification programs to reduce environmental impacts associated with staff, faculty and student resource consumption in student living quarters, academic, research, athletic and administrative buildings year-round. This includes recruiting, coordinating, training and motivating students to continue the successful Students for Sustainable Living program. The other fifty percent of this job will be communicating Duke's sustainability efforts and engaging internal and external audiences through writing, speaking, planning and implementing events, and maintaining the Duke sustainability website.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement behavior modification programs to reduce staff, faculty and student environmental impacts associated with resource consumption in student living quarters, academic, research, athletic and administrative buildings year-round. Verify and report effectiveness of programs.
- Manage, develop, and implement sustainability outreach programs on campus - including but not limited to seminars, conferences, workshops, courses, clubs, public events, programs, etc.
- Recruit, motivate, train, coordinate students to continue the successful Students for Sustainable Living (SSL) program - approx. 15 students working 3 hr/wk. performing environmental outreach and education activities on campus; Coordinate projects and administration of SSL program
- Serve as the conduit for communication between students, faculty, staff, parents, alumni, and Durham community members with environmental concerns and ideas; including maintain several listserves
- Write copy, press release and other documentation for distribution to internal and external audiences; compile news and events into biweekly electronic newsletter
- Speak publicly about Duke's sustainability initiatives
- Maintain the Duke sustainability website
- Design and produce visually stimulating materials for effective message communication in print advertising, online, posters, grassroots marketing, etc.
- Advertise, solicit and screen applications for Green grant fund. Oversee the execution of projects receiving grants. Publicize results.

- Recruit, interview, hire and supervise student interns performing research or work on projects with well-defined deliverables

QUALIFICATIONS

Experience and Education:

A strategic thinker with strong interpersonal and communication skills; ability to work as a team member and leader as well as ability to work independently; ability to build coalitions, and communicate effectively with a diverse student, faculty, and staff population. Demonstrated ability to manage and prioritize multiple tasks, and to work with shifting priorities and schedules. A good educator who is willing to share information and serve as a mentor.

Bachelor's degree; or equivalent combination of education and experience. Experience with university sustainability programs is preferred but not required.

Reasoning Ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to devise and carry out data collection and analysis methodology to demonstrate the failure/success of programs implemented in a complex environment with many constraints.

Writing Ability:

Ability to produce clear written documentation for technical and non-technical audiences. Ability to self-edit most typographic and grammatical errors.

Speaking Ability:

Ability to speak persuasively and confidently to large and diverse audiences. Ability to "know one's audience."

Computer Ability:

This job will require a high level of computing ability. Proficiency with Windows, Microsoft Office, graphic design and web publishing products (such as Macromedia Studio or Adobe Creative Suite) will be essential. Demonstrated ability to design and produce visually stimulating materials for effective message communication will be necessary.

Interested applicants, please email resume and cover letter to Tavey M. Capps, tavey.mcdaniel@duke.edu, Environmental Sustainability Director, 919-660-1434. Deadline for resumes, June 30th, 2009.