

POSITION DESCRIPTION

TITLE: Sustainability Fellow - (Full-time, Contingent)

Collective Bargaining - Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Sustainability Fellow supports and promotes the College's sustainability programs, working with students, faculty, staff, and the local community on a wide array of initiatives. This includes working closely with the Planning and Facilities staff, and campus stakeholders in the implementation and oversight of energy efficiency and waste reduction projects, organizing sustainability-themed events, coordinating outreach activities, and championing the arboretum program. In addition, the Sustainability Fellow will help monitor the College's progress in achieving the goals outlined in our Climate Action Plan by generating reports on the College's carbon emissions, researching and implementing sustainability initiatives, writing grants to fund green ideas, and working to publicize sustainability events and initiatives at St. Mary's. The Sustainability Fellow also provides staff support for the college's Sustainability Council. This position reports to the Manager of Environmental Health, Safety, and Sustainability Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Serves as a member of the Sustainability Council and as the primary staff supporting the council's efforts.
- Undertakes sustainability projects within the Office of Sustainability, and collaborates and advises projects outside the office.
- Works to educate the campus community about sustainability issues and encourages sustainable lifestyles in students, staff, and faculty.
- Makes recommendations to the campus community for best practices for sustainability by identifying, investigating and evaluating sustainability initiatives and technologies and their applicability to the campus.
- Oversees content, design and maintenance of St. Mary's College of Maryland's sustainability webpage.
- Develops and maintains the campus sustainability strategic plan and advances recommendations to advance sustainability initiatives.
- Analyzes energy consumption from campus buildings and monitor campus-wide energy usage from both renewable and nonrenewable sources. Using these data, advises appropriate purchasing of Renewable Energy Credits (RECs) to offset associate emissions from nonrenewable energy sources.

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- Assesses the College's Carbon footprint by gathering data from appropriate College stakeholders and utility providers.
- Establishes goals and metrics for measuring St. Mary's College of Maryland's sustainability performance. Documents, monitors, and evaluates program effectiveness.
- Represents St. Mary's College of Maryland's sustainability programs to the public; attends professional meetings as appropriate; interfaces with external organizations to ensure cooperative efforts are enhanced and available resources are utilized.

DESIRED QUALIFICATIONS:

- Excellent project management skills; experience implementing projects from start to finish.
- Excellent written, oral, and visual communication skills and comfortable speaking in front of public audiences.
- Organized and able to work without day-to-day oversight.
- Driven and imaginative, willing to experiment with new ideas and initiatives.
- Capable of working with a wide variety of campus stakeholders.
- Able to work evenings and weekends.
- Able to stay abreast of local and national sustainability issues, initiatives and solutions. (i.e. clean energy, environmental problems and policies, social justice issues relevant to the College).
- Educational campaign and community organizing experience.
- Grant-writing experience, leadership experience, and basic farming knowledge are preferable.
- Proficient with Microsoft Office and Google Apps software.
- Experience in graphic design, photo, and video communication skills preferred.
- Experience with collaborative forms of managing, monitoring, and evaluating employees.
- Able to adapt to varied work environments and do physical labor, including lifting objects weighing between 25-50 lbs.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree from St. Mary's College of Maryland.
- Experience: Demonstrated undergraduate involvement in environmental and/or sustainability initiatives, clubs, Environmental Studies program or a combination of all.
- Previous administrative experience and understanding of the structure and workings of the college's administrative functions are preferred.

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- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.