Sustainable Workplace Program Manager
Skidmore Sustainability Office
Location: Skidmore College
Term: Fall 2021- Spring 2022
Compensation: $11.80/hour, 5-6 hours/week

Description:

The Skidmore Sustainability Office is hiring one student to join our two-person student team to launch the Sustainable Workplace Program, a faculty- and staff-focused sustainability engagement initiative that was first piloted in 2014. The program allows individuals, offices, or departments to certify their workspaces by adjusting habits and pursuing points in a comprehensive assessment program. The managers will launch the program in the fall, engaging the campus with luncheons and events to provide meaningful spaces to build community around sustainability. The ideal candidate will be adaptable, reliable, comfortable working independently and in a team, comfortable presenting in front of large audiences, and motivated to launch a new campus initiative. This program reports to the Sustainability Coordinator for Student Programming.

Duties and Responsibilities:

- Conduct creative outreach efforts to secure faculty, staff, office, and department participation in program;
- Prepare and present information to offices and departments;
- Serve as a program liaison for participating offices and departments;
- Oversee program assessments and develop recommendations and resources to help offices or departments improve their sustainable workplace score;
- Design program evaluation forms and review results to assess strengths and weaknesses of the sustainable workplace program;
- Design brown-bag lunch series and other fun and meaningful staff engagement events;
- Co-facilitate monthly brown-bag "lunch-and-learn" events; and
- Attend weekly meetings with the Sustainability Office.

Requirements:

- Submission of cover letter, resume, and contact information for two references (we are NOT requesting letters of recommendation);
- Excellent organizational skills;
- Motivated self-starter;
- Thorough understanding of sustainability issues and familiarity with Skidmore existing campus sustainability efforts;
- Ability to respond to emails in a timely manner and meet strict deadlines;
- Ability to work with diverse groups and audiences.

Applications are currently being accepted. Virtual interviews will begin May 4 and will be conducted on a rolling basis until positions are filled.

Please submit application materials to:
sustainability@skidmore.edu