

Class No.:	
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CLASS SPECIFICATION

Sustainability Engagement Facilitator

NATURE AND SCOPE OF WORK

The Sustainability Engagement Facilitator (SEF) supports the mission of student success and vision of a sustainable campus. The purpose of the SEF position is to further support and develop the overall coordination and on-going evaluation of engagement programs directed at environmental, social and economic sustainability awareness, education and behaviour change. The most significant component of the position is training, coaching and monitoring student employees in creating and delivering sustainability events, activities and initiatives on campus (50%), and, if required, off campus.

As an advocate and a provider of sustainability services, the SEF supports student success and sustainable campus development, by creating, planning, developing and implementing programs to support student initiatives. These often contribute to energizing campus life.

The SEF also coordinates the implementation of changes to more strategic Facilities Services Department program elements (such as zero waste stations) and more strategic events (such as Sustainability Week) in support of the Sustainability Manager (35%). These help to develop and maintain sustainability capacity and culture at Capilano University while supporting Facilities delivery of services to sustainability KPIs.

Reporting, data collection and record keeping are a requirement of the position (15%)

This position reports to the Manager, Sustainability and works closely with the Facilities Department, Earth Works faculty, other university employees and partner networks as necessary.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Facilitates the implementation of sustainability programs/events/projects including: energy conservation behaviour campaigns, waste separation, local markets, and community garden.
- Collaborates with instructors and student organizers to prepare introductory sustainability presentations, create living lab opportunities and enhance campus life.

- Supports sustainability related student, faculty and staff learning by communicating directly and through a program of events. Facilitates non-curricular activities and events, largely by coaching student employees through planning and delivery.
- Gathers and records data and information required for the submission of the annual Carbon Neutral Action Report, and Institutional Accountability Plan and Report, and prepares reporting as required to communicate program design, participation, and performance.
- Maintains and updates sustainability elements of the Capilano University website and sustainability specific social media channels such as blogs, Facebook, Twitter, and Instagram.
- Participates on behalf of the institution in external meetings for utility and government networks, and others as required by the Sustainability Manager. Monitors and reports to the Sustainability Manager any changes in funding, participation or reporting requirements.
- Conducts research and makes recommendations to the Manager, Sustainability on a variety of sustainability topics.
- Schedules the annual sustainability engagement plan, requests approval for incidental costs and tracks program expenditures.
- Facilitates student employee creation and maintenance of program documents and manuals to ensure quality and program continuity and supplements these efforts when required.
- Coordinates and participates in the recruiting and training student organizers for sustainability programs in collaboration with the Sustainability Manager and other employees.
- Maintains key public facing sustainability programs such as the community garden, zero waste stations, organic waste systems and recycling initiatives with and without student organizers.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs other duties related to the requirements and qualifications of the position as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Working knowledge of change management and/or social marketing practices
- Working knowledge of marketing and communications tools, techniques and advanced social media skills.
- Considerable knowledge of current and anticipated sustainability issues and the ability to conduct research, and exercise initiative and judgement in formulating programmatic courses of action for approval.
- Considerable knowledge of energy as it relates to greenhouse gas (i.e. units of measure, methods of conservation, range of environmental impacts).

- Ability to coach and mentor student employees; plan and organize programs; and facilitate well attended events and meetings.
- Ability to coordinate and facilitate events, training sessions and presentations while juggling changing priorities in a fast-paced educational environment.
- Ability to, under pressure, prioritize work and meet deadlines and organizational requirements.
- Ability to establish and maintain effective working relationships with management, faculty, staff, students, government agencies and members of the general public.
- Ability to answer questions relating to department policies and procedures diplomatically.
- Thorough knowledge of business English, numerical dexterity and tactics to ensure accuracy.
- Ability to understand complex oral and written instructions, and to communicate information effectively, both orally and in writing.
- Considerable knowledge of MS Office and document management systems (e.g. SharePoint).

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's Degree, and sustainability related course work or additional related training, and experience delivering environmental sustainability initiatives or programs.
- Three years of recent and related experience focusing on sustainability and/or community engagement or event management.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS

None.