

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **SUSTAINABILITY COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction perform support functions for College's sustainability initiatives. Train and lead the work of student assistants and other staff as assigned in the core concepts of climate justice, action, and sustainability. Plan, analyze, design, develop, and implement initiatives and projects that utilize the college as a learning and sharing space. Coordinate with Maintenance and Operations, classified, faculty, and administrators to provide training and consultation in how best to create a campus-wide culture of sustainability.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide and foster collaborative leadership throughout the College in strategy for achieving the goals of College's Climate Action Plan, Zero Waste Strategic Vision, and other sustainability goals.
2. Ensure coordination and compliance with completing yearly greenhouse gas assessments with the goal to meet the College's emissions reduction targets.
3. Expand the on-campus garden as a living laboratory for student-based environmental education.
4. Partner and collaborate with community-based organizations that are providers of important services especially as related to health, housing, transportation, environment, climate justice, and food, as a way to connect students at the College to a larger community network of opportunities.
5. Assist and provide support and recourses for faculty in the creation of degree and certificate programs in the area of sustainability.
6. Represent the College at sustainability-related conferences and events.
7. Coordinate with respective College Departments to seek out and develop relevant grant opportunities.
8. Deliver presentations, workshops, professional development opportunities for faculty to integrate sustainability concepts into their teaching and to develop new ways of teaching these concepts, including Project Based Learning.
9. Facilitate educational and employment opportunities for students around topics of climate change, water, renewable energy, green jobs, agriculture and community health.
10. Coordinate with faculty and staff from across the college to co-produce events on campus that raise awareness around environmental issues, celebrate our work together and connect students with pertinent resources for environmental, personal and community health (Earth Week, Zero Waste events, Waste Audits, etc).
11. Serve as a liaison to non-profit agencies, businesses and governmental units to solicit employment and career resources and opportunities for students.

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12. Exemplify the College as a living lab by managing the department's student employment program that gives students the opportunity to spearhead sustainability solutions on campus.
13. Curate and coordinate guest speakers, teachers and presenters on issues such as; indigenous sovereignty, climate justice, holistic nutrition, community health, food justice, green jobs training, ecological leadership and climate change advocacy.
14. Assist with the coordination and submission of required energy, utility, and sustainability data and reports to AASHE STARS.
15. Maintain a web presence that archives the College's story as well as academic content related to sustainability.
16. Participate in shared governance committees and the College's Climate Action Workgroup.
17. Perform related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Organizational behavior and cultural transformation;
2. Principles of management, supervision, and personnel administration;
3. Climate justice, food justice, intersectionality;
4. Resource management and how to use those resources sustainably;
5. Principles of Project Based Learning and action-oriented teaching modalities;
6. Complexity of Earth systems and of the climate and biodiversity crises and the intersectional solutions;
7. Curriculum and programing processes at a community college including writing degrees and certificates, creating units and lesson plans, and designing pathways for students to transfer, identifying jobs, and internships;
8. The needs of the community including the environmental injustices and hazards faced in the College's service area;
9. Statistical and research methods and effective reporting protocols.

**Ability to:**

1. Develop and maintain a strong service orientation;
2. Collaborate with the community and local officials;
3. Understand and organize the seasonal work of growing and caring for plants and animals;
4. Communicate with technical and non-technical users clearly and concisely, both orally and in writing;
5. Position the college to be a demonstration site for the community;
6. Work effectively in a collegial teamwork environment;
7. Provide professional development workshops and trainings on project-based learning, climate justice, and sustainability to the college and greater community;
8. Respond to requests and inquiries from employees and students;
9. Establish and maintain effective working relationships with those contacted in the course of work;
10. Gather and analyze data and make appropriate decisions;
11. Effectively communicate with others;

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12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:** A Bachelor's degree from an accredited college or university in environmental science, energy conservation, architecture, urban planning and sustainability or a related discipline.

**Experience:** Three years of demonstrated experience tracking tasks, and producing reports; must have a demonstrated knowledge of sustainability concepts and best practices, especially including sustainable procurement, energy efficiency, sustainable food systems, water management, regenerative agriculture, zero waste, environmental health, greenhouse gas emissions reporting protocols, LEED rating systems, etc.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site. Incumbents may be required to work evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift/carry/move medium to heavy weights of 10-50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information.