

**Muhlenberg College
Allentown, PA**

Position Title: Sustainability Coordinator (part-time, 10 months)
Supervisor: Capital Projects Manager
Classification: Administrative Management (exempt)

Overview:

The Sustainability Coordinator is responsible for leading the greening effort, connecting stakeholders and providing continuity and progress in a community where a large portion of the population (the student portion) turns over at a high rate. While reporting to the Capital Projects Manager, the Sustainability Coordinator will have close working relationships with the Greening Committee and Dean of Students staff members.

Characteristic Duties and Responsibilities:

1. Coordinate diverse stakeholder interests and activities including: faculty and administration, students, plant operations staff, and the public
2. Coordinate development of clear goals and assist with integration of sustainability into Muhlenberg's strategic plan
3. Coordinate the implementation of infrastructural elements of greening efforts such as recycling, energy conservation, and use reduction
4. Coordinate assessment of all greening programs including data acquisition, analysis, and presentation
5. Assist the College Greening Committee in achieving its objectives
6. Develop public programming and outreach related to campus sustainability including public signage and brochures, web page development, press releases, and public programming
7. Lead and develop integration of greening efforts into campus culture, curriculum, and other educational components such as residential life, living/learning programming, Greek life, orientation programs.
8. Develop and execute communications strategies to achieve this integration.
9. In conjunction with the Development Office and Faculty, lead development and grant writing efforts in the area of Campus Sustainability
10. Develop and implement an assessment program for all greening and sustainability programs
11. Coordinate fall "Green Team" recycling program, move in, and orientation activities
12. Be the lead staff for the College Greening Committee
13. Regular / annual contact with the head of all academic departments to build awareness of sustainability and environmental issues as they may fit into department curricula
14. Maintain contacts with local groups, such as the Sierra Club, the Lehigh Valley Alliance for Sustainable Communities, Wildlands Conservancy, Sustainable Business Alliance, and Clean Water Action, other LVAIC sustainability personnel, the City of Allentown, Trash and Recycling Haulers
15. Coordinate public outreach related to greening including development and maintenance of the college's greening website

16. Key resource person for ENACT and other student groups interested in serving the environment
17. Interface with Community Service Office, Safety Committee, and Plant Operations
18. *Possibly teach 1 course per year focused on campus greening in Environmental Studies and integrate assessment activities into this course*

Qualifications Required:

1. A master's degree (or equivalent combination of academic preparation and work experience) in an environmental or related field
2. Project and program management experience
3. Ability to work with a diversity of stakeholders
4. Grant writing experience
5. Experience with webpage and interpretative materials development
6. Outstanding interpersonal skills and experience coordinating and communicating to different constituencies
7. Teaching experience a plus

Compensation:

Base salary plus benefits: \$25,000 (Part-time, 10 months)

Candidates with appropriate academic credentials and teaching experience may also be engaged to instruct 1 course: \$3,650 (or current adjunct rate, if higher)