

Sustainability Coordinator Department of Sustainability

Full-Time, Term Position Available (October 2017 up to October 2019) with possibility of an extension

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

Reporting to the Director of Sustainability, the Sustainability Coordinator is responsible for the leadership and coordination of the College's waste, recycling, composting programs ("the program"). The Coordinator maintains records from all material sources of the program and inputs data into a tracking system to monitor performance. Guided by quantitative and qualitative sources, the Coordinator develops strategies to increase diversion and reduce overall waste generation and works with a variety of college stakeholders on implementation. The Coordinator manages activities of the Recycling Team and is responsible for the development and oversight of a recycling budget.

The Sustainability Coordinator plays a central role in fostering an institutional culture of sustainability. Through presentations, contests, events, social media and other means, the Coordinator increases student and staff sustainability awareness. The Coordinator organizes student and staff participation in local, national and international events (e.g. Earth Day, Earth Hour, Commuter Challenge, Waste Reduction Week etc.). The Coordinator conducts research, works effectively with internal and external stakeholders and develops recommendations to advance existing or create new sustainability programs.

Required Qualifications:

- Post-secondary degree in Environmental Studies or Business, other combinations of education and experience may be considered equivalent
- Demonstrated interest in sustainability issues
- Experience developing sustainability programs and corresponding performance indicators
- Experience creating and delivering engaging verbal presentations and to tailor written communication for a variety of purposes
- Experience setting and meeting budgets
- Demonstrated ability to develop and maintain relationships with internal and external stakeholders based on trust, respect and appreciation for others' perspectives
- Excellent attention to detail and experience entering data from various sources into tracking systems
- Proficient at interpreting data and making operational plans to improve performance
- Ability to adapt to changing priorities and work effectively in situations with frequent interruptions
- Ability to take initiative and work independently
- Excellent organizational and time management skills
- Excellent interpersonal skills with a proven ability to impact and influence others
- Proficient with Microsoft Office Suite
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- Valid Class 5 drivers License

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2017-108
Closing Date: September 10, 2017
Salary Range: \$46,942 - \$64,210 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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