

Job Title:	Sustainability Director	Job Class:	Director
Division:	Operations	Department:	Sustainability
Reports To:	Vice-President, Operations	Term:	2 years

Job Description

Position Summary & Job Purpose:

The Sustainability Director is charged with leading the Organization's sustainability initiatives, being a champion for sustainability concerns, responsible for monitoring the Organization's sustainability practices and providing recommendations on best practices.

Duties & Responsibilities:

Division / Department Duties:

- Reviews the sustainability practices of the Organization on an ongoing basis.
- Develops sustainability policies for the Organization.
- Develops and monitors measurable sustainability targets for the Organization.
- Provides expertise on government regulations surrounding sustainability.
- Supports the Programming team to ensure that all events are planned with sustainable practices.
- Coordinates with community members to ensure Organization sponsored events meet sustainability goals.
- Builds relationships with community groups to enhance the Organization's sustainability initiatives.
- Actively participates in committees and special projects as assigned by the Board of Directors.
- Advises the Board on sustainability best practices.

Financial Management:

- Ensures that all resources (time and supplies) are used in the most efficient ways possible, to support department objectives.
- The Sustainability Director holds no financial authority.

Qualifications:

Education:

- Bachelor of Environmental Sciences is considered an asset, but not required.

Professional:

- Experience developing sustainability plans.
- Experience with project planning is an asset.
- Capacity to inspire and motivate a volunteer team.
- Ability to collaborate with various community partners
- Proven organization skills and the ability to manage a variety of tasks.
- Ability to maintain and manage both electronic and paper records.

Personal:

- Excellent written and verbal communications skills.
- Strong interpersonal skills and the ability to work with a diverse range of individuals.
- Self-motivated, collaborative and innovative.

