

Sustainability Co-ordinator

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. Together, we are going places.

Red River College is proud to be one of Canada's Greenest Employers. To advance sustainability objectives, the College is seeking an enthusiastic, organized individual to develop, maintain and enhance sustainability programs. Reporting to the Manager of Sustainability, the incumbent is responsible for working with all members of the College community to heighten sustainability programming, awareness and engagement by providing leadership, administrative support, coordination, outreach and education.

*We are currently seeking **Sustainability Co-ordinator** to join our team.*

Duties:

- Monitors, enhances and implements College-wide waste and recycling programs
- Manages activities of the Recycling Team
- Maintains quantitative records from all material sources and inputs data into tracking systems to monitor progress
- Maintains recycling budget
- Implements innovative ways to increase student and staff sustainability awareness (e.g. displays, presentation, contests)
- Provides research support and recommendations on developing new sustainability programs at the College and assists with implementation
- Coordinates student and staff participation in local, national and international events (e.g. Earth Day, Earth Hour, Commuter Challenge, Waste Reduction Week)
- Communicates sustainability through a variety of channels (e.g. Facebook, website, departmental meetings)
- Researches and applies for funding opportunities
- Represents the Sustainability Office at internal and external events and committees

Qualification Requirements:

- Post-secondary degree in Environmental Studies, Business or a related field and related professional experience
- Demonstrated interest in sustainability issues
- Experience developing sustainability programs
- Excellent interpersonal skills
- Experience working with diverse groups and leading teams
- Strong written and oral communication skills and a demonstrated proficiency at communicating in various mediums
- Demonstrated ability to handle multiple projects and meet deadlines
- Experience conducting research, analyzing and interpreting findings, and preparing clear and concise reports
- Ability to build a constructive team spirit where team members are committed to the College's sustainability goals and objectives
- Experience setting and meeting budget targets
- Proficient computer skills with Microsoft Office Suite
- Valid Class 5 driver's license

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

Competition Number: 2011-144
Closing Date: November 25, 2011
Salary: \$40,928 to \$56,021 per annum
Apply to: Red River College
C410 - 2055 Notre Dame Avenue
Winnipeg, MB R3H 0J9
Fax: 204-694-0750
e-mail: humanresources@rrc.mb.ca

To view this and other employment opportunities online, visit us at www.rrc.ca and select "Career Opportunities" from the list of links located on the bottom of our web page.

We thank all applicants for their interest, but only those selected for an interview will be contacted.