



Job Description

Job Title:	Sustainability Coordinator	Reports to Job Title:	Facilities Manager
Department:	Facilities	Division:	Administration
Direct Report(s):	None	FLSA Status:	Non-Exempt
X New Position	<input type="checkbox"/> Revised Position	Last Revised:	4/10/2017
Internal Posting Date: 4/10/2017-4/15/2017	External Posting Date: Until Filled	Status: Full Time	Salary Scale: DOE

**SUMMARY:**

The Sustainability Coordinator develops, proposes, and implements policies and procedures to promote the highest level of environmental responsibility throughout all North Coast Co-op operations. This position involves carrying out and maintaining existing sustainability programs, motivating team members to participate in new programs, regularly collecting and reviewing triple bottom line performance data, and producing an annual report.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The primary responsibility of the Sustainability Officer is to be a leader, problem solver, and motivator to improve North Coast Co-op’s environmental footprint. These duties include but are not limited to:

- Lead the charge on North Coast Co-op sustainability initiatives, along with managers and departments, by coordinating current sustainability programs, plans and initiatives
- Develop new policies and procedures to enhance environmental responsibility across all North Coast Co-op operations and departments, within regulatory compliance, by gathering feedback, evaluating programs for improvement, and implementing changes
- Demonstrate how proposed policies and procedures benefit the overall triple bottom line (people, planet, profit) and create net positive impacts, articulating expected results and costs
- Use data/economic analyses, background research, and case studies to create reports and presentations for stakeholders
- Coordinate efforts of Co-op Green Teams to set goals and adopt new programs, track the impacts of changes in operations, lead internal audits (waste and recycling separation, energy and water use etc.), and celebrate successes
- Work with Marketing & Membership Department to conduct outreach about sustainability programs
- Develop ways to build on success and set bolder goals and initiatives going forward

**OTHER DUTIES**

- Attend Board meetings and committee meetings as needed
- Write articles about sustainability initiatives for Co-op New publications/outreach efforts
- Perform in a manner that serves as a role model for sustainable workplace practices
- Abide by all North Coast Co-op policies and procedures as outlined in the Employee Handbook and other company documents<sup>[L]</sup><sub>[SEP]</sub>

- Perform all other duties as assigned by Supervisor

**DESIRABLE COMPETENCIES:**

- A Bachelor’s degree in environmental science, engineering, or equivalent experience in sustainability field with demonstrated ability to carry out Sustainability Officer responsibilities
- Knowledge of and passion for sustainability
- Ability to carry out responsibilities with minimal supervision and determine work priorities
  - Ability to prioritize work tasks, multi-task, and maintain focus
  - Attention to detail and good organizational skills
- Experience collecting, tracking, and conducting basic data analysis
  - Ability to synthesize complex information into graphs and tables for Board/staff discussion and Membership outreach
- Proficiency working with Microsoft Excel, Word, PowerPoint, Access and other database software
- Exemplary communication skills; ability to listen actively, receive and incorporate feedback, and communicate directly and respectfully at all times
- Strong written communication skills
- Ability to work as a team player in a cooperative environment
  - Ability to remain open to the ideas of others and trying new approaches
  - Willingness to learn and take on new responsibilities
- Ability to use available resources including trade journals and list serves to increase knowledge of industry sustainability trends and opportunities
- Ability to maintain confidentiality

**WORK ENVIRONMENT:**

Team-oriented office environment. Moderate noise in office including, but not limited to: computers, paging, telephones, human voices etc. Routine travel between North Coast Co-op locations. Occasional job related travel within Humboldt area or to conferences out of the area.

**PHYSICAL DEMANDS AND OTHER REQUIREMENTS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and use hands to finger, handle, or feel objects, tools or controls.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- This position requires a valid California Driver’s License and insurance

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

full time (40hrs/wk) with occasional evening and weekend work.

**IMPORTANT DISCLAIMER NOTICE:**

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change.

**EEO STATEMENT:**

The North Coast Co-Operative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The North Coast Co-op complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**SIGNATURE:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

\*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_