

DCOI Program Coordinator, Senior

Duke HR Requisition Number: 401266478

Position Summary

Manage the day-to-day operations of the Duke Carbon Offsets Initiative operations to help Duke University achieve Climate Neutrality by 2024 through the acquisition and generation of innovative carbon offsets.

Work Performed

DCOI Leadership and Strategic Planning (20%)

Develop and define goals, performance metrics and long-range plans for DCOI at Duke. Evaluate and monitor progress and effectiveness. Work with the Sustainability Director to implement Duke's Climate Action Plan and continually evaluate how offsets and other carbon reduction strategies can be combined to meet campus sustainability goals.

Coordinate the Offsets Subcommittee of the Campus Sustainability Committee and report on subcommittee findings and recommendations. Manage the work of the committee to solicit feedback and guidance on DCOI's current and future work.

Project Identification and Management (20%)

Coordinate existing and potential carbon offset project opportunities, building on offset scaling opportunities in areas such as forestry, energy efficiency, distributed solar, swine waste-to-energy, and peatland restoration.

Provide day-to-day project management for DCOI projects in addition to annual reporting for project partners and preparing budgetary recommendations. Monitor expenditure of funds. Oversee publication of DCOI's annual report to highlight project progress.

Academic Integration (20%)

Pursue an offset strategy that provides educational opportunities for students, faculty, and staff. Collaborate with faculty and staff on initiatives such as Bass Connections, NSOE master's projects, independent studies and other courses that enhance DCOI efforts. Promote and guide student experiential learning by advising and supporting faculty and student research projects.

Partnership Building and Offset Catalysis (20%)

Represent Duke's climate neutrality and offset efforts to the University and the public. Act as a resource and convener for others outside of Duke interested in pursuing offset projects, thereby serving to facilitate and catalyze high-integrity offset projects. Lead efforts on OffsetNetwork.org, to connect with other institutions of higher education to share best practices and lead efforts on catalyzing innovative offsets. Act as a liaison to internal and external project partners including HR, Counsel's office, NI, NSOE & Pratt Faculty, Duke Energy, Ivy+ Schools, Second Nature Schools, etc. Present at professional meetings and conferences.

Personnel Oversight (10%)

Manage Program Coordinator and provide guidance on projects. Develop DCOI priorities and oversee Program Coordinator executing these priorities with student assistants, interns, and external consultants.

Financial Oversight, Budget Planning, and Reconciliation (10%)

Oversee annual reporting for project partners and preparing budgetary recommendations. Monitor expenditure of funds and financial reconciliation. Seek additional funding opportunities such as external grants, oversee grant application process and reporting.

Skills/Experience

- Excellent writing skills (which should indicate strong critical thinking skills)
- Excellent communication and persuasive speaking skills
- Knowledge of carbon market and ecosystem services concepts
- Excellent analytical and economic evaluation skills with ability to communicate technical analyses to internal and external audiences
- Excellent organizational and planning skills
- Substantive background in agriculture and/or energy issues a plus
- Advanced degree in related field a plus

Required Qualifications at this Level

Education/Training: Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program.

Experience: Work requires 5 years of experience in program administration or a related field to acquire skills necessary to plan, coordinate and implement a variety of program activities and events, or the equivalent combination of education and experience.

Skills: Skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions to problems.

Skills evaluating program performance, summarizing findings, communicating results, and forming an action plan.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

Application Process

Apply on-line through [Duke Human Resources](#) and search for the requisition number (401266478). If an external candidate, you will need to create an account before applying.

Send any questions to Tavey Capps at Tavey.McDaniel@duke.edu