

Sustainability Engagement Coordinator, Sustainable Duke at Duke University

About Sustainable Duke

The office of [Sustainable Duke](#) at Duke University was created in 2004 with the mission of educating and empowering the Duke community to create a more sustainable future through social, economic, and environmental change on Duke's campus and beyond. Duke University has set aggressive sustainability goals, including its goal to be carbon neutral starting in 2024, which are outlined in its [Climate Action Plan](#) and [Sustainability Strategic Plan](#).

Responsibilities/Duties

The full-time Sustainability Engagement Coordinator will report directly to the assistant director of Sustainable Duke and will work as a part of a dynamic team. This role will primarily serve campus sustainability efforts (unless otherwise noted below).

Communications (30% of time)

- Design and implement multimedia communications that unite all of Sustainable Duke's programs
- Support Assistant Director in developing metrics-based strategies that identify and prioritize audience(s) and create compelling engagement pathways for individual, departmental, and campus-wide participation in sustainability programming
- Maintain detailed knowledge of all programs and initiatives for unified communications through channels including twice monthly sustainability newsletter, articles on Duke Today, daily posts on social media and announcements to Sustainable Duke's listservs
- Use knowledge of programs to serve as the first point of communication through the sustainability e-mail account and other channels, as well as to regularly maintain Sustainable Duke's website and web-based tools including the Duke Carbon Calculator and Green Certification platform.
- Support Assistant Director with developing new resources and special communications projects as necessary
- Evaluate the success of campus sustainability communications and recommend areas for improvement for future iterations.

Program Management (30% of time)

- Lead Sustainable Duke's student programs including recruitment, hiring, and management of Green Devils and Sustainability Ambassadors programs

- Provide program management for Sustainable Duke's education and engagement programs, including sustainability certifications and the Campus Sustainability Awards
- Support assistant director in developing new programs such as sustainability competitions
- Evaluate the success of campus sustainability programming and recommend areas for improvement for future iterations.

Outreach and Engagement (30% of time)

- Represent Sustainable Duke at various outreach opportunities throughout the year
- Serve as the primary point of contact for student organizations and departments to leverage partnerships to align priorities and projects
- Maintain Sustainable Duke's general email inbox and respond to requests in a timely manner
- Expand current outreach and engagement beyond environmental- and sustainability-oriented organizations to include campus diversity and academic groups
- Give presentations on various sustainability topics as needed (in collaboration with assistant director)

Administration (10% of time)

- Complete administrative tasks related to Sustainable Duke including event planning, scheduling, purchasing, room reservations, data entry, and student hiring.
- Maintain regular tracking of metrics to demonstrate the impact of Sustainable Duke's communication and engagement efforts.
- Manage sustainability programming and student budget

Minimum Education/Experience

- Bachelor's degree and one year of experience related to this position; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.
- Strong organizational, time management, and project management skills, with the ability to support multiple projects at different stages with an emphasis on accuracy and meeting milestones and deadlines
- Inquisitive attitude, self-motivation, and self-driven approach with ability to work both independently and on a team
- Professional writing experience and ability and comfort with public speaking and presentations
- Proficiency in various software including Microsoft Office Suite and Canva
- Proficiency in social media on various platforms including Facebook, Instagram, and Tiktok

Additional Requirements

- Ability to lift and move moderately heavy objects, up to 50 lbs. safely
- Considerable time is spent at a desk using a computer.

- Ability to travel to other buildings around campus for meetings and presentations
- Occasional work outside of normal business hours (9-5), e.g. nights and weekends for events and programming.
- All Duke employees must submit proof of receiving the COVID-19 vaccination and booster shot or have an approved medical or religious exemption.

Position Information

- Reporting Department: Sustainable Duke
- Title: Sustainability Engagement Coordinator
- Supervisory Capacity: Student interns only
- Pay Range: \$40,000 - \$46,000 annually (full-time basis, 40 hours/week)

Application Process

To apply for this role, please submit a resume, cover letter, and contact information for two references to sustainability@duke.edu. You should also apply online through [Duke University's HR system](#) (titled Sustainability Program Coordinator with requisition number 190812). Note that there are separate links for [external candidates](#) and [internal candidates](#).

Make sure your cover letter addresses the following questions:

- What about this position interests you?
- How does this position fit within your future career plans?
- What do you think is the best way to inspire students to create sustainable change?

Position will be open until filled with preference given to applicants who apply by June 6th. Anticipated start date in July.