



**Associated Students of Western Washington University  
Environmental and Sustainability Programs  
Director**

**About the Position**

The Environmental & Sustainability Programs (ESP) Director is responsible for managing the overall operations of the Environmental Center. This includes training, supervising and facilitating programs. They will also assist in program development and implementation for the Environmental Center. The ESP Director is also responsible for the overall management and collaboration of the Outback Farm, Sustainable Action Fund, the Environmental Center and Alternative Transportation Program.

**Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental Student Budget Coordinator, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management and direction of the AS Board of Directors.

**About the Department**

The AS Environmental & Sustainability Programs (ESP) offers the education and resources necessary to promote environmentalism and provides opportunities to become actively involved in sustainable practices through events, volunteering, and student activism.

**Terms of Position**

This is a four quarter position. This position begins the Monday the first week of summer quarter and ends the Friday of finals week the following spring quarter. This position works an average of 19 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.

- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills.
- Conflict management knowledge or experience.
- Basic computer skills including word, excel, publisher and outlook.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Maintain the culture and integrity of the Associated Students organization by:
  - o Adhering to all AS Policies and By-laws.
  - o Upholding all AS responsibilities outlined in the AS Employment Policy.
  - o Attending all AS staff development events.
  - o Serving on search committees as suggested by the AS Personnel Director.
- Ensure the continuity of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o Working with the current position holder to complete a minimum of 15 hours of unpaid internship.
  - o Completing a minimum of 15 hours of internship with the incoming position holder during spring quarter.

### **Environmental and Sustainability Programs Responsibilities**

- Uphold the ESP mission statement by:
  - o Providing unbiased, nonjudgmental, and accurate information to students.
  - o Maintaining up-to-date records and information of organizations for referrals,
  - o Providing a confidential, safe, and inclusive space for students.
    - Maintaining client confidentiality in conversations, written correspondence, and other forms of communication
  - o Establishing and maintaining active working relationships with other ESP departments and team members,
  - o Facilitating updates of the offices' libraries and subscriptions to magazine and journals.
    - Maintaining and establishing library contacts for the cataloguing of office libraries.
- Enhance teamwork and comradely by:
  - o Facilitating weekly ESP staff meetings, weekly check-ins with each department/program, and any additional departmental activities.

- Organize and participate in ESP inclusive events (such as Earth Day Festival, Transportation Week, Red Square Info Fair, AS Job Fair, etc.) by:
  - o Coordinating activities, materials, and tabling schedules for ESP involvement in these events.
- Assess and track office use and program quality by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions/concerns, etc.
  - o Collecting event/program data through pre-event logs and post-event logs,
  - o Collecting audience evaluations, including audience demographics, promotion success, relevance and success of the program in meeting needs of the student body, etc. at all events and enter results in surveymonkey.com.

### **Position Responsibilities**

- Ensure that ESP Financial decisions are made responsibly and properly by:
  - o Reviewing all departmental budgets on a monthly basis,
  - o Evaluating each budget regularly to assess expenditures,
  - o Filling out budget forms per AS/ESP standards.
  - o Serving as Administrative ESP Student Budget Coordinator and serving as co-Student Budget Coordinator for the Environmental Center,
  - o Providing information and connection to departmental, organizational, and campus funding sources.
- Ensure that all ESP employees, interns and volunteers are adequately trained by:
  - o Conducting new employee orientation in Fall Quarter, including departmental training of coordinators, assistants, and hourly staff and assisting the training of work studies and volunteers,
  - o Offering training pertinent to the ESP throughout the year,
  - o Providing information and education at ESP staff meetings,
  - o Planning staff appreciation activities and acknowledging achievements on a regular basis, at least once a quarter.
- Ensure ESP staff members are fulfilling their job responsibilities by:
  - o Regularly meeting with the Advisor of the ESP to discuss personnel and programming questions and concerns,
  - o Conducting one-on-one staff meetings with ESP departments at least every other week as well as managing all four programs (WST, EC, SAF, and the Outback),
  - o Chairing the Environmental and Sustainability Programs Staff meetings at least three times per month,
  - o Planning long and short term goals for the department with the ESP staff and the Advisor.
  - o Collecting supervisor and employee evaluations at the end of the quarter and providing one-on-one meetings with office coordinators to discuss job performance.
  - o Mediating and resolving conflicts within the department,
  - o Providing training and tools for conflict and communication within working relationships.

- o Serving as a resource for referrals or information about employee expectations and consequences of negligence of the ethics codes.
- Ensure ESP events are catering to needs of students by:
  - o Setting deadlines for expenditure requests, budget proposals, and other paperwork.
  - o Facilitating the collection of audience evaluations.
  - o Maintaining program planning worksheets (event logs), co-sponsorship records and agreement forms, contracts, and programmer event evaluations for all ESP offices to assist in future planning.
  - o Manage and distribute AS ESP Supplemental Funding to appropriate departmental programs.
  - o Attending ESP events on a regular basis, at least once per office perquarter.
- Promote campus awareness of the Environmental and Programs by:
  - o Coordinating publicity for the Environmental and Sustainability Programs, including but not limited to posters, bookmarks, banners, Facebook.com page, and more.
  - o Being available for speaking engagements, newspaper, and radio interviews as needed.
  - o Working closely with the Environmental Center's Coordinator to create a promotion plan for the ESP.
- Act as departmental liaison to the AS organization and campus community by:
  - o Serving on the following committees:
    - AS Management Council.
    - Work Study and salaried staff hiring committees.
    - AS Fall Staff Development planning committee during summerquarter.
    - Sustainable Action Fund Committee.
  - o Establishing appropriate working relationships with AS offices and The Office of Sustainability.
  - o Establishing departmental connections with:
    - Prevention and Wellness Services.
    - Equal Opportunity Office.
    - Disability Resources for Students.
    - Center for Law, Diversity and Justice.
    - Huxley College of the Environment.

**Wage**

Starting hourly rate of 14.29

**Reportage**

This position reports directly to the Vice President for Student Life.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised on September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.