

Job Title: Campus Energy Reduction Program Coordinator

Department: Harvard Green Campus Initiative

Reports To: Director, Harvard Green Campus Initiative

Position Summary:

The CERP Program Coordinator is a full time staff person to serve as a Green Campus Initiative service provider for Harvard University's Faculty of Arts and Sciences (FAS).

Duties and Responsibilities:

- Plan and implement projects that encourage the students, staff, and faculty of FAS to reduce energy consumption and minimize their environmental impact.
- Sustain and expand annual sustainability pledge campaign, environmental cartoon contest, laboratory fume hood energy reduction efforts, and department-specific "Green Team."
- Consult and strategize with building managers, school and department administrators, physical resources staff, student groups, and others to improve and expand the program. Sit on the Comprehensive Energy Management Team and Resource Efficiency Program steering committees.
- Work on other projects as assigned.

Requirements:

- Related undergraduate and/or graduate degree.
- Direct experience in campus sustainability, institutional change, and/or facility energy reduction strategies preferred but not required.
- Demonstrated commitment to environmental sustainability and excellent personal relations skills are essential.
- The candidate must demonstrate the ability to envision feasible new projects, inspire others, and effect behavioral change amongst a large, diverse population.
- Must be able to initiate and implement projects with teams and often without immediate oversight.
- Experience with all Microsoft Office applications is necessary; basic graphic design, website development, and data analysis skills are desirable.
- Interest in building systems (lighting, HVAC, etc.) and laboratory design recommended.