

Job Title: Program Manager, Graduate Green Living Program

Department: Harvard Green Campus Initiative

Reports To: Director, Harvard Green Campus Initiative

Occupied by: Meryl Brott

Position Summary:

A full-time (40 hours per week) position with the Harvard Green Campus Initiative (HGCI) to manage the Graduate Green Living Programs at Harvard Business School, Harvard Law School and Harvard Real Estate Services apartment complexes, currently: Peabody Terrace, Soldiers Field Park and One Western Avenue.

Duties and Responsibilities:

- Reports to Assistant Director, Harvard Green Campus Initiative (HGCI)
- Manages 1.65 full time staff plus 18 part-time student employees.
- Manages the Green Living Programs at Harvard Business School, Harvard Law School and Harvard Real Estate Services apartment complexes, currently: Peabody Terrace, Soldiers Field Park and One Western Avenue to result in reduced energy and water consumption and increased recycling. These efforts are in part modeled on the Undergraduate Resource Efficiency Program.
- Undertakes a range of tasks associated with administering, promoting, expanding and evaluating targeted behavioral change programs.
- Coordinates recruitment, training, program definition, administration, communications and financial requirements associated with the Graduate Green Living Programs.
- Liaises with all program partners and stakeholders.
- Oversees, and coordinates/creates when necessary, the promotional materials, relevant databases, email groups, email newsletter, and related website pages.
- Works effectively with HGCI staff to draw from experience and align program activities with other efforts across Harvard University.

Requirements:

- Related BA/BS required, with a minimum of 3 years experience in energy and environmental management with strong communications or marketing experience desirable.
- Experience working with student initiatives required.
- Knowledge of Harvard University is desirable but not essential.
- Must be creative and entrepreneurial with a high level of energy and initiative.
- Excellent interpersonal and communication skills required.
- Proven organizational skills.
- Ability to manage multiple projects simultaneously is essential.
- Ability to work as a team member and independently.

Technology Skills Required:

Proficiency in MS Word, Excel, Powerpoint. Experience with and proficiency in MS Publisher, Contribute, Adobe Photoshop (or their equivalent) a plus. An ability to learn Harvard systems and web software quickly is a requirement.