

Job Title: Coordinator, Resource Efficiency Program
Department: Harvard Green Campus Initiative
Reports To: Manager, Graduate Green Living Program

Position Summary:

A full-time (40 hours per week) position with the Harvard Green Campus Initiative (HGCI) to coordinate the Resource Efficiency Program to reduce resource waste in the College's undergraduate housing.

Duties and Responsibilities:

- Oversees program budget
- Works with a wide range of partners including facilities, recycling and waste, dining services, residence hall leaders, faculty, real estate, alumni and others to establish the strategic direction of the program
- Mentors, works directly with, and ensures accountability for approximately 20 student employees who work as program representatives and captains
- Provides strategic information, feedback, and support to student employees, including developing a semester calendar, guidelines for activities, training resources, and marketing tools for creating behavioral change
- Oversees, and creates when necessary, the promotional materials, annual reporting, relevant databases, email groups, email newsletter, and related website pages.
- Coordinates recruitment, training, program definition, administration, communications and financial requirements associated with the program
- Provides continuity and leadership to the program by documenting and evaluating progress, drawing upon past institutional knowledge, and undertaking problem solving in consultation with stakeholders
- Works effectively with HGCI staff to draw from experience and align program activities with other efforts across Harvard University.

Requirements:

- BA/BS required
- Experience in energy and environmental management with strong communications or marketing experience desirable.
- Experience working with student initiatives
- Knowledge of Harvard University is required.
- Must be creative and entrepreneurial with a high level of energy and initiative.
- Excellent interpersonal and communication skills required.
- Proven organizational skills.
- Ability to coordinate multiple projects simultaneously is essential.
- Ability to work as a team member and independently

Technology Skills Required:

Proficiency in MS Word, Excel and Powerpoint is required. Proficiency in video editing, desktop publishing and photo editing is a plus. An ability to learn Harvard systems and web software quickly is a requirement.