

Coordinator, Green Campus Undergraduate Environmental Programs

Background: The mission of the Harvard Green Campus Initiative (HGCI) is to engage the entire University community to reduce campus related environmental impacts and to strive towards campus environmental sustainability. The HGCI works with a very wide range of schools and departments. In the last 2 years, the HGCI has reduced Harvard's Greenhouse Gas Emissions by over 12 million pounds, while also saving the University over \$800,000 in annual costs. (see www.greencampus.harvard.edu).

This University Management Fellowship will support the HGCI to actively reduce Harvard's environmental impacts, generate student environmental leadership, and raise the profile of Harvard University, setting a leadership example for the global community. It will also provide one recent Harvard graduate with an exceptional experience that will foster a wide range of new capacities as a productive and effective change agent. This work will support the mission of the HGCI in developing a range of educational, research and campus related programs involving undergraduate students, staff and faculty.

Duties and Responsibilities: Reporting to the Director of the Harvard Green Campus Initiative, the fellow will take primary responsibility and leadership for the organizational, educational, recruiting, training and promotional efforts of the FAS Undergraduate Resource Efficiency Program. Ensure the continuity of the program by overseeing student recruitment, training, mentoring and co-ordination (this will involve over 20 students). Provide day-to-day leadership for students and ensure the overall success of this program.

Work with a wide range of HGCI partners including central administration and FAS staff, FAS Physical Resources, University Operations Services, Harvard Dining Services, House Masters, FAS faculty, Harvard Real Estate Services, Alumni Affairs, and others to establish the strategic direction of the program, ensuring full stakeholder support.

Work with the Harvard Green Campus Initiative to identify emerging opportunities for engaging undergraduate students in other environmental education, leadership, and research activities in support of the broader mission of the Harvard Green Campus Initiative. Ensure the effective identification of funding streams for a range of student environmental leadership programs. Reports to Harvard Green Campus Initiative Director.

Education and Experience:

- Undergraduate degree from Harvard University or experience in campus sustainability programs
- Experience in student environmental leadership and education activities, ideally within the Harvard University context
- High degree of flexibility, adaptability, and general ability to respond to emerging opportunities and barriers
- Advanced communication skills and an ability to work cooperatively with a wide range of constituencies
- Good computer and organizational skills, including the ability to prioritize tasks
- Strong interest in working with students
- Capacities for working with complex organizational settings

Commitment to supporting the core mission of the Harvard Green Campus Initiative.