



## Job Description

**Job Title: Sustainability Project Coordinator**

**JTC: CAQ**

**Salary Range: N06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for coordinating and facilitating various Sustainability Projects. Responsible for the planning and development of campus-wide sustainability initiatives.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience identifying and developing the requirements for sustainability improvement projects with the ability to define the project, oversee implementation and ensure project is on budget and meets all deadlines. Knowledge of existing and new regulations, trends, and best practices.

Must possess solid problem-solving skills and sound judgment, adhering to the college core values. Demonstrated experience in process improvement. Strong analytical abilities are vital for collecting data on areas like waste reduction and analyzing the results.

The ability to work collaboratively with employee programs and communications to increase overall employee, student and faculty engagement and awareness of sustainability. Ability to work independently as well as collaboratively.

Experience gathering and documenting business requirements, while making informative decisions utilizing research and technology. Must have relevant program management experience in order to create, implement and monitor sustainability projects. Demonstrated ability to manage sustainability initiatives utilizing tools such as Microsoft Project 2000, Microsoft Office Suite, and Internet related technology.

Knowledge of industry reporting standards related to sustainability. Excellent presentation skills to effectively communicate, both verbally and in writing with faculty, staff and students as well as individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus three (3) years of experience in project planning and development or related experience. Official transcripts required. Must have valid driver's license if traveling to off-site locations. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and facilitates various internal and external groups/committees involved in Sustainability planning and development of initiatives. Responsible for the development of standard documentation to support such initiatives.

Promotes teamwork, consensus, and fact-based decision-making. Utilize project management software, develops plans, coordinates and tracks assigned resources to tasks, while tracking progress and analyzing workloads.

Works closely with team leaders and committee chairs to prepare project plans, agendas, minutes, and other documentation necessary to support planning and development. Provides necessary follow-up with appropriate individuals to ensure that objectives and timelines are met.

Keeps management abreast of project status and/or conflicts with initiatives; maintains overall focus on completion of initiatives efficiently and effectively. Assists in the prioritization of initiatives and may set deadlines as deemed necessary.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*