



# SEEDS Sustainability Program Project Researcher

## Community Development, Campus + Community Planning

**Desired Start Date:** May 2, 2016

**End Date:** April 30, 2017

**Wage:** \$20.04

**Work Hours:** May 2016– Aug 2016 (25 hours/week); Sept 2016 – April 2017 (15-20 hours/week)

### Application Deadline

Please submit via [UBC Careers Online](#) by March 31, 2016.

### Job Description

The UBC Social, Ecological, Economic, Development Studies (SEEDS) Sustainability Program advances UBC's commitment to explore and exemplify sustainability in campus operations by coordinating and supporting partnerships between staff, faculty and students on accredited projects that integrate campus Operations and Academia. This Program supports UBC's Place and Promise goal to explore and exemplify sustainability.

This role will support the UBC SEEDS Sustainability Program and continued success in enhancing the sustainability of the UBC campus. Working primarily in project coordination, the successful candidate will play a role in creating and coordinating applied sustainability projects aimed at integrating Academia and Operations in enhancing the sustainability of the UBC campus.

The core job responsibilities for this position are:

Assist in the development, coordination and implementation of applied sustainability projects in the UBC SEEDS Sustainability Program.

Duties include:

- Analyzing sustainability campus wide plans and strategies as well as Operational unit-level sustainability frameworks to identify project opportunities related to water, waste, energy, climate, food systems, community, land, finance, transportation and materials
- Working with SEEDS Program clients in eliciting project ideas and creating clearly defined project proposals that can be integrated with suitable UBC courses
- Identifying suitable academic opportunities that align with operational sustainability research requirements
- Coordinating projects through organization and facilitation of meetings and performing related follow up duties



- Compiling and synthesizing project findings and recommendations for writing summary report and other materials as needed
- Organizing and planning an annual workshop with selected program participants to plan annual project priorities and elicit feedback on project recommendations
- Providing communication support for project outcomes for SEEDS website, and other related communication materials.
- Providing the Manager, SEEDS Program with other strategic programmatic support as needed

### **Faculty/VP**

Community Development, Campus + Community Planning  
VP External Relations and Communications

### **Qualifications**

Required and preferred skills are:

1. A Bachelor's degree, with preference given to a candidate enrolled in a Masters level graduate program, with a strong interest or background in sustainability
2. A passion and commitment to social, ecological and economic sustainability, environmental issues and social justice.
3. Experience with performing secondary research and interdisciplinary work.
4. Experience or interest with project coordination including project planning, initiation, monitoring, communication, and follow up.
5. Experience with meeting facilitation and multi-stakeholder relations.
6. Excellent organizational and time management skills and strong attention to detail.
7. Enthusiastic, personable, mature, professional and diplomatic.
8. Excellent writing, research and communications skills.

### **Learning Components**

It is anticipated that the successful candidate will gain:

1. Knowledge of UBC's operational sustainability systems and practices, in waste reduction, water conservation, food systems, and climate, community, transportation and energy systems.
2. Knowledge and experience in project coordination in all projects phases from planning, initiation, monitoring, communication and follow up/implementation.
3. Experience in workshop and meeting facilitation, public speaking, and the ability to communicate effectively with different audiences ranging from project Operational and Academic clients.
4. Practical planning experience and leadership skills.
5. Knowledge and experience in community-based action research application in the creation and coordination of applied sustainability projects.



6. Professional networking activities to sustainability professionals and leaders across campus and in the region.
7. Insight and mentorship into working in a busy office environment.
8. Effective time management skills by learning how to prioritize tasks, use time efficiently and be well organized.
9. Opportunity to explore learning and professional objectives within the position as well as ongoing feedback through regular meetings and scheduled performance reviews.

The successful candidate will work with the Manager of Social, Economic, Ecological Studies (SEEDS) Sustainability Program, in Community Development, Campus + Community Planning who will train and orient the candidate to this role, while providing ongoing feedback and mentorship through regular meetings. Regular (typically weekly) update meetings are generally suggested, to update progress, address any questions, or provide feedback. At the beginning of the term, performance and learning objectives will be compiled by the student and supervisor, who will also conduct an end-of-term performance review.

The level of complexity will vary from task to task. Project coordination requires an ability to apply a high attention to detail, organization, creative and strategic thinking. Standard office based tasks will also be performed. The position will require working with a wide range of Operational staff, course professors, researchers, undergraduate and graduate students from various faculties, schools, and Operational units.

### **UBC Department**

Campus and Community Planning – Community Development

### **Preferred Degrees/Disciplines**

Applied Science / Engineering, Science/Environment/Agriculture, Arts/Social Sciences, Business Administration/Commerce/Management/Planning, Education/Human Kinetics/Kinesiology, Communications

### **Additional Documents to be submitted with resumé via [UBC Careers Online](#)**

Cover Letter, Professional Writing Sample (one page max)