**Sustainability Program Researcher- University of British Columbia**

**Community Development, Campus + Community Planning**

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| **Hours Per Week** | 20 | **Salary / Wage** | $ 20.04 |
| **Number of Openings** | 1 | **Anticipated Start Date** | May 2, 2016 |

**Job Description**

Campus and Community Planning’s Community Development unit was created to reflect the strategic priority placed by the University on making the campus more vibrant by leveraging its public realm, infrastructure, cultural and athletic assets and developing strong linkages and programs that support the creation of a vibrant and sustainable campus community. Within Community Development, 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. Community Development is also responsible for coordinating Sustainability Engagement programs that target energy and water conservation and zero waste in offices, residences and labs. These programs support UBC's Place and Promise goal to explore and exemplify sustainability.

This role will be responsible for supporting the UBC SEEDS Sustainability Program portfolio. The successful candidate will play a key role in conducting research to inform the development of applied sustainability projects. A secondary role will include providing program planning and best practice research to inform general program development and enhancement.

The core job responsibilities for this position are:

1. Assist the UBC SEEDS Sustainability Program with research to inform the development of applied sustainability projects.

Duties include:

- Conducting research to inform project planning on a wide range of sustainability topics ranging from biodiversity, health, food systems, green buildings, waste, land, water, climate, energy, transportation, wellbeing, place-making and community development.

- Conducting research to identify suitable senior and graduate level UBC Vancouver courses suitable to integrate applied research projects.

- Conducting research to identify and apply for internal and external funding opportunities to support sustainability research projects.

2. Assist the UBC SEEDS Sustainability Program with program planning and best practice research to inform program development and enhancement:

Duties include:

- Conducting research to identify best practices in successful sustainability projects implemented at comparable complex institutions.

- Conducting research to identify opportunities to communicate program success on various internal and external media.

- Informing the development of presentations, website materials and other tactics to communicate program best practices

**Position Type**

UBC Vancouver Work Learn Program

**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.
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 with researching and writing grant and award applications.
5. Experience developing communications materials is an asset.
6. Strong communication skills.
7. Knowledge of social media and Adobe Creative Suite an asset.
8. Experience providing administration support.
9. Excellent organizational and time management skills and strong attention to detail.
10. Enthusiastic, personable, mature, professional and diplomatic.
11. Eligible for UBC's Work Learn Program.

**Student Learning Components (UBC Vancouver Work Study/Work Learn Program)**

It is anticipated that the successful candidate will gain:

1. Knowledge and experience in complex program planning, development and support.
2. Knowledge and experience in a conducting a wide range of sustainability research.
3. Knowledge and experience in strategic planning.
4. Experience in research and writing for successful grant and award applications.
5. Experience in meeting facilitation, administration and the ability to communicate effectively with different audiences ranging from project Operational and Academic clients.
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, Community Development, Campus + Community Planning. The supervisor will train and orient the candidate to this role, while providing ongoing feedback and mentorship through regular meetings. Regular weekly meetings will be held 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. This role will be an integral component of program development. This role will require a strong ability to apply creativity and strategic thinking. A high attention to detail, and organization is required. Standard office based tasks will also be performed.

**UBC Department**

Campus and Community Planning – Community Development

**Preferred Degrees/Disciplines**

Planning, Business Administration/Management, Commerce, Arts/Social Sciences, Applied Science

**Additional Documents (preferred)**

Cover Letter, Writing or Report Sample