

Assistant Sustainability Officer, Campus Sustainability

The [Environmental Sustainability Research Centre \(ESRC\)](#) is a transformative and creative transdisciplinary community dedicated to research and education advancing environmental sustainability locally and globally. Brock University is uniquely located on the Niagara Escarpment, which was formally and internationally recognized in 1990 with the designation of the Niagara Escarpment Biosphere Reserve (UNESCO).

The ESRC and Facilities Management at Brock have identified a shared interest in collaborating on projects of mutual benefit with a focus on environmental sustainability at Brock University. The entities have established a vibrant cooperative partnership with an initial five-year program of operations. The exciting initiative importantly establishes an initial bridge between the operating and academic constituents concerned with [Sustainability at Brock](#).

Tasks & Responsibilities:

Main tasks include the continued streamlining of sustainability tracking and reporting across campus and will also include the development of programs and materials supporting campus sustainability. This position will work closely with the Communications Assistant to ensure consistency across campus.

Qualifications:

- Must be a fulltime post-secondary student returning to full time studies in the fall. Preferred candidates will be working towards a degree (Masters and/or undergraduate degree) in environmental sustainability, environmental studies, and/or applicable area of study;
- Strong communication, organizational and problem solving skills;
- Ability to exercise sound judgment;
- Ability to work both collaboratively, as well as independently;
- Experience working in a fast-paced environment with multiple competing priorities;
- Experience working with different types of community stakeholders;
- Experience conducting interviews and creating survey tools is considered an asset;
- Experience in sustainability reporting (e.g., AASHE STARS) is an asset;
- Experience developing programs and materials is preferred;
- Knowledge or experience with software (i.e., MS Office, Photoshop, InDesign) is an asset;
- Proven understanding of environmental sustainability, with a focus on post- secondary sustainability is an asset.

Job Type: Full Time, Temporary.

Employment Period: A period of up to 16 weeks. Exact start date TBD.

Availability: 35 hours/per week, regular business hours are Monday-Friday 8:30-4:30.

Salary Range: \$15.35 to \$21.35/per hour

Our Commitment

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the Employee Accommodation Policy (<https://brocku.ca/policies/wp-content/uploads/sites/94/Employment-Accommodation-Policy.pdf>).

We appreciate all applications received; however, we will contact only those candidates selected for an interview.

To apply for this role, please submit a cover letter and resume via email to Amanda Smits (sustainability@brocku.ca):

Amanda Smits, Coordinator Projects and Programs
Environmental Sustainability Research Committee
Brock University
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1

UPDATED: Please submit your application materials no later than 5pm on Wednesday, April 3, 2019. Interviews will commence the week of April 8th.

Please note: This position is dependent upon funding approval.