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# Example of Sustainability Coordinator Job Description

Our growing company is looking to fill the role of sustainability coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sustainability coordinator

* Assist Senior HS&S Managers in projects as they arise
* Prepare summaries of market drivers, competitor activity, stakeholder concerns and consumer insights to guide brand sustainability strategy
* Evaluate energy or water reduction opportunities to support corporate reduction targets
* Develop communications to support program management or platform reporting
* Analyze data for customer surveys and program management
* Engage in training and educational opportunities to develop relevant knowledge and skills and educate workforce
* Serve as department liaison to the campus community for sustainability-related programs, projects, policies, challenges, ideas and issues
* Coordinate data collection for sustainability reporting, awards, and recognitions
* Research various grant opportunities to support both sustainability and education & outreach programs
* Serve as the administrator to assist the Student Sustainability Committee in managing proposal submissions, review processes, and notifications of funding decisions

## Qualifications for sustainability coordinator

* Ability to learn complex tasks and complete role without contant supervision
* Customer support experience required
* Experience using Microsoft Office Products (Word, Excel, and Powerpoint) required
* Must be able to lift up to 30 lbs on occasion required
* LEED AP BD+C accreditation
* Minimum three years’ work experience in sustainability within the building design and construction industry