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# Example of Sustainability Coordinator Job Description

Our growing company is hiring for a 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

* Identify sustainability initiatives and projects, assess costs of projects, and technical feasibility
* Administer funds awarding process, approve funds on behalf of the Committee, disburse funds, and provide financial oversight to ensure they are within the project scope
* Supervise and coordinate the work of sustainability intern(s) and/or other student employees
* Monitor and evaluate the execution of projects funded through the Committee
* Prepare financial and other reports for the Committee for review
* Maintain all funding records, project documents, and other relevant materials to meet audit requirements
* Oversee and maintain the SSC website
* Lead and coordinate communications and marketing efforts for SSC
* Interact and coordinate with iSEE staff to advance the mission of iSEE SSC
* Assume additional duties to further the mission of the committee

## Qualifications for sustainability coordinator

* Ability to multitask and adapt to sudden and frequently changing priorities
* 3 years experience working in sustainability related field
* Fully experienced in Microsoft Office, especially Excel
* Experienced in working with databases
* Coordinate efforts to collect data required to benchmark energy and sustainability initiatives
* Assist with internal and external reporting, applications, and recognition submissions (Bike Friendly Campus, STARS, ENERY STAR POY, Better Buildings Challenge, Real Food possibly, other…)