

## **Campus Sustainability Fund, Associate Program Director\***

*\*The Campus Sustainability Fund (CSF) exercises a horizontal leadership structure that distributes decision-making and responsibilities among team members, promoting equality, transparency, and open communication. Our goal is to nurture an environment that invites everyone to contribute, fosters innovation, promotes growth, and enhances team cohesion. The former Associate Program Director will offer 1:1 training and mentorship to get the chosen candidate acclimated to their roles and responsibilities.*

### **Duties and Responsibilities**

The CSF Associate Program Director (APD) co-leads the Campus Sustainability Fund with the Program Director and undergraduate student staff. As the GSA role, the APD is essential in serving as a connector between the CSF and the UW Seattle student population. Deep involvement with the community helps inform the strategic direction of CSF programming, foster partnerships across campus, and curate services for justice-centered sustainability to meet the evolving needs of students.

In addition, the APD will ensure the organization develops and maintains trust and rapport with underrepresented groups on campus, actively includes their involvement in projects, CSF Committee formation, and strategic direction setting. The position will work to maintain close ties with student and academic diversity leaders within campus organizations, specifically the Ethnic Cultural Center, ASUW, GPSS, OMAD, the Alene Moris Women's Center, the Q Center, the Intellectual House, and EarthLab. The APD will be responsible for maintaining strong relationships with the Service and Activity Fee Committee and Student Technology Fee Committee, raising visibility for the Campus Sustainability Fund with campus groups, and elevating student voices within UW leadership teams and committees.

The APD will co-lead the envisioning and activation of campus-wide & community engagement initiatives related to sustainability. These may include events, charrettes, campaigns, teach-ins, speaking engagements, sitting on key committees across campus, and participation in UW conferences (e.g., ECC Diversity Leadership Conference). The APD will build upon existing CSF strategies for reaching diverse communities on campus, bringing in students historically excluded from the sustainability movement, and connecting students with CSF resources and professional development opportunities.

The APD, in coordination with the CSF Committee Chair and Vice-Chair, will facilitate the organization's governance body – the CSF Committee. The "Committee" is composed of eight students appointed from CSF's partners across campus and ex-officio faculty experts to further strengthen insights and connections. The Committee oversees project proposals, determines funding allocations, engages in an annual participatory budgeting practice, shapes CSF strategic goals, and serves on sub-committees that align with core CSF programmatic outputs. The APD is responsible for leading education on core sustainability competencies (e.g., environmental justice, co-governance, Just Transition, etc.) and shared learning experiences for CSF Committee members, enriching their understanding of CSF's larger purpose in the climate justice movement.

The APD will assist in internal hiring processes for student positions with the Program Director. Additionally, the APD will work to ensure the CSF team is supported, respected, adequately resourced, and provided opportunities to grow intellectually, professionally, and personally through close mentorship. They also represent student sustainability initiatives on behalf of the University of Washington at regional (WOHESC) and national (AASHE) conferences among other appropriate forums.

The APD role is dynamic, offering development opportunities across multiple skill sets. Expectations in administrative tasks are balanced with relationship-building responsibilities to hold key partnerships across campus, and space to build new relationships and form initiatives that align with CSF goals. This position also brings a platform with many opportunities to speak as a leader of one of the biggest student-funded sustainability funds in North America, be a changemaker in environmental justice, and leader for elevating student voices in the climate movement (at UW and beyond). The CSF serves as an example of what is possible when we trust our youth to envision and actively build their own just and sustainable future.

### **Program Management and Operations [40%]**

- In collaboration with the Program Director (PD), serve as a primary point of contact for CSF. Delegate tasks, follow-ups, e-mails, and needed actions to appropriate CSF team members based on their roles and responsibilities.
- Support and provide guidance to two part time student staff [Outreach & Education and Grant & Project Coordinators]. Work with staff to set priorities that adapt to internal needs and external opportunities.
- Collaborate with the PD to provide guidance in developing work plans that amplify individual strengths and establish clear milestones to achieve team goals.
- Co-lead creation and implementation of processes with PD to guide students to develop work scope, track progress, and provide mentorship as needed.
- In coordination with Committee Chair and Vice-Chair, champion the CSF Committee: provide activities and professional development opportunities, support subcommittee progress, lead education on key topic areas, and nurture a co-learning environment.
- Facilitate the CSF Committee Chair and Vice Chair elections each Spring and communicate anticipated appointment needs from Committee partners.
- Collaboratively create timelines with student staff on key funding cycles / programmatic deliverables, utilizing tools like GANTT charts or implementation timelines.
- Help to optimize application process efficiency to increase transparency and reduce barriers for project team members, utilizing tools like process maps.
- Supervise internship/capstone credits and work with student and faculty advisors to ensure student requirements are met.
- Periodically review CSF bylaws, project criteria, project application process and content, and other guiding documents. Work with the CSF Team, Committee, Chair, and Vice-Chair on needed updates.
- Work in collaboration with the UW Sustainability Office (UWS) to advance shared goals and advocate for student perspectives in University-wide sustainability initiatives.

- Help develop pathways for increased student influence and participation on sustainability on campus including feedback on the UW Sustainability Action Plan (SAP) revamp.
- Attend weekly UWS departmental meetings and monthly UW Facilities meetings.
- Manage the upkeep of website content based on education and partnerships.

### **Stakeholder Engagement and Education [40%]**

- Assist Outreach & Education Coordinator in managing logistics for quarterly events, producing zine volumes, upkeeping the resource guide, and leading the justice-centered education programming.
- Meet with prospective project teams to advise on CSF and University procedures, proposal criteria, grant writing best practices, and creative ideation. Serve as a resource to connect applicants to relevant staff/faculty/RSOs/stakeholders to strengthen their proposal and campus impact.
- Work with team members in the existing project portfolio for successful implementation, including the budget amendment process, navigating emerging challenges, leadership changes, and ensuring the ongoing sustainability of the project.
- Assist in cementing CSF's status as a hub for justice-centered sustainability on the UW Seattle campus, serving as a connector, key resource, and leader.
- Maintain a strong campus presence – attend class visits, conferences, honorarium, panels, and events invited to. Serve as a key voice on campus, sharing space and opportunities with other core CSF staff and Committee members. Strengthen the position of the CSF at UW and in the broader community.
- Maintain existing relationships with sustainability / environmental + climate justice groups throughout Seattle, carving career pathways for scholars at UW.
- Maintain positive relationships with partner unit leads, establish new partnerships that would benefit the CSF's mission, and foster collaboration for greater collective impact on the UW campus.
- Engage in information exchange with key CSF partners on campus and initiate opportunities for collaboration (e.g., speaker series, events, grant cycle themes, etc.).
- Reflect on the current partnership ecosystem and identify other entities across campus that further the CSF's mission, vision, and existing initiatives.
- Maintain relationships with the UW Tacoma and Bothell "green funds."
- Engage in conversations with leaders from other peer sustainability funds across the continent (e.g., University of Arizona, McGill, Berkeley, etc.) and local initiatives / non-profits (e.g., Front and Centered, Puget Sound Sage, Got Green, etc.) to identify areas for growth, shared learning, and betterment.

### **Fiscal [15%]**

- Guide the development of CSF's annual funding request to the Student and Activity Fee Committee with the PD: includes preparation of a budget request document (15-20 pages), review of actuals and projected expenditures, engaging the CSF Committee in a participatory budgeting process to create the budget request, and attendance to two

meetings with the SAF Committee (one to introduce the CSF and another to defend the request).

- Work with the PD to upkeep the CSF's partnership with the Student Technology Fee Chair and Committee, maintaining funding for large-scale projects.
- Ensure strong relationships and accountability to funding bodies with regular meetings and presenting to / updating their Committees as requested.
- Co-manage the financial components of the project portfolio with the PD, running audits, assisting with budget reallocations / amendments, following up on spending, conversations of continued funding, and initiating funding transfers.

### **Continued Learning and CSF Longevity [5%]**

- Stay up-to date with frameworks, emerging topic areas, and the sustainability landscape. Welcome self-study as a method for supporting service and leadership.
- Seek out books, exhibits, documentaries, and alternate mediums that engage with conversations around sustainability in an exciting way – curate book selections, zines, etc. for the CSF Sustainability + Justice Library (in Gerberding Hall).
- Explore opportunities to diversify CSF's revenue streams and promote long-term financial security.

### **Core Competencies**

- Stay coachable, open to feedback, and embrace the mentality of life-long learning.
- Approach work with the goal of co-creation, trust in your co-workers abilities, exercise humility, and demonstrate a desire for shared growth and accomplishment.
- Demonstrate personal integrity, trustworthiness, and curiosity.
- Manage stressful situations and change priorities effectively while prioritizing self-care.
- Anticipate, recognize, and navigate problems with skill, welcoming help as beneficial.
- Be responsible and accountable, practicing clear-communication and boundaries.
- Use organizational and self-management skills, pay attention to details, dream big.
- Maintain a positive and tenacious attitude that welcomes and honors challenges.
- Continuously promote a safe, inclusive, and welcoming work environment. Celebrate multitudes in ways of knowing, lived experiences, traditions, identity, and existence.
- Practice solidarity within your community, between communities, and across borders.
- Be courageous in speaking up and assured that your voice is valued in how to make improvements to our policies, practices, and culture.
- Understand that we as individuals each have a role to play in our communities. Nurture opportunities for leadership (in yourself, in others, in the movement). Embody the belief we all engage in meaningful work and that together, we can cultivate a sustainable future where we all live well.

### **QUALIFICATIONS**

#### **Required**

- Currently matriculated in a UW graduate program (or planned for Fall 2024).
- Interest in cultivating sustainability both on UW's campus and beyond.

- Experience working with diverse stakeholder groups and ability to connect with those outside your held identities.
- Understand the intentionality of building trust and desire to cultivate reciprocal relationships for increased collective impact.
- Work experience in related positions or with related functions. Belief you have the tool-kit to succeed in this role.
- Skilled in written and oral communication, presentation, and relationship building.

#### **Desired**

- Skilled in program management, strategic planning, coalition building, implementation, budgeting and financial management, and organization improvement / optimization.
- An understanding of environmental justice, concepts of inequity of disparities, or the disproportionate impacts of the climate crisis on frontline and BIPOC communities.
- Practice of systems-level thinking – understanding how sustainability and policy unite many of our social justice, human rights, climate, and lived struggles.
- Serve to increase accessibility to the sustainability movement, engaging with groups traditionally excluded and facilitate reclamation of narrative.
- Familiarity with frameworks like Just Transition, Targeted Universalism, the Seventh Generation Principle, Traditional Ecological Knowledge, and others (please share!).
- Interest in justice-centered work and to contribute to community building.
- Eagerness to learn. The CSF heavily values the desire to grow and learn skills (not currently possessed) detailed above.

*Your resume or CV will help us gauge your past experiences and understand your story. We do not discriminate against non-traditional academic or professional work experiences as we recognize the level of privilege needed to secure many traditional opportunities in a meritocracy. You are welcome to also attach supporting documents **in addition to the CV** to help better convey your lived experiences and qualifications for this role. Note: if attaching more than one document, merge them to create 1 PDF file.*

**Ideal Start Date:** September 16th, 2024 - September 23, 2024

**Hours/Times:** 19.5 hours/week, workdays & times flexible

**Location:** Hybrid, must be able to commute to UW-Seattle Campus for required in-person meetings. CSF workspace is in the UW Sustainability office at Gerberding Hall.

**Duration:** Fall 2024 - June 2025. *If student status and eligibility are maintained, continuation / renewal will be based on review of position performance.*

**Compensation\*:** [GSA Package](#). Includes:

- Tuition Waiver for all quarters
- Health Insurance (Lifewise Assurance Plan)
- Quarterly Stipend: *will reflect the updated [SA rate for graduate degree type](#) in FY24-25*
- Ability to join UAW 4121. Membership to the ASE Union includes five-weeks of paid vacation each year among other benefits. *CSF strongly encourages membership.*

*\*To receive compensation/stipend, you must have tuition to pay, which requires maintaining “full-time student” status in all academic quarters, including summer. CSF encourages you to explore non-traditional or exploratory coursework during the summer months.*