



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

SUSTAINABILITY SPECIALIST

POSITION: Sustainability Specialist
AVAILABLE POSITIONS: 1
DEPARTMENT: Operations
REPORTS TO: Operations Manager

The University Neighbourhoods Association (UNA) is seeking to fill the position of Sustainability Specialist. The UNA is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in five separate Neighbourhood Housing Areas on the Campus at the University of British Columbia (UBC).

The Sustainability Specialist reports to the Operations Manager and coordinates the practical, measurable and achievable sustainability efforts within the UNA neighbourhoods. This role is responsible for the development and implementation of programs and initiatives which heighten awareness and educate residents about sustainable living practices within the neighbourhoods. The Sustainability Specialist works with the Operations Manager, to develop and implement sustainability initiatives and programs relating the UNA's day-to-day operations, develop and implement projects that promotes climate adaptations within the neighbourhoods.

To qualify for this position, you will need an undergraduate degree in Environmental Science, Geography, Resource Conservation or a related field of study, along with a minimum of three years of experience in developing community sustainability initiatives, ideally with experience working in a not-for-profit or municipal setting.

You must be provision in of the Office 365 suite of applications and Microsoft Cloud Technologies. You must have excellent verbal and written communication skills, solid organizational and problem-solving skills, possess a strong attention to detail and have the ability to multitask and set priorities to meet deadlines.

The incumbent is expected to exercise sound judgment, and effective working skills to respond to inquiries and highly sensitive complaints from members of the public, as well as all levels of staff and other key stakeholders.

If you are a self-directed, creative professional who works well in a challenging and rewarding environment, this position may be for you. The University Neighbourhoods Association offers a competitive salary, a comprehensive benefits package and the opportunity to work with an outstanding team.

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If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter to:

Attention: Wegland Sit
University Neighbourhoods Association
#202-5923 Berton Avenue
Vancouver, BC, V6S 0B3
Email: operations@myuna.ca

Application Deadline: February 2, 2024

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