

## Job Posting: **Sustainability Peer Program Coordinator**

**Location:** Simon Fraser University (SFU) - Surrey, Burnaby, and Vancouver (alternating locations)

**Compensation:** \$16/hour + 4% vacation

**Direct Supervisors:** Programs Manager (Embark) & Manager, Student Learning and Leadership (SFU Sustainability Office)

**Hours of Work:** Averaging 12 hours per week, for a total of 432 hours over 9 months

**Start Date:** August 13, 2018

**Application Deadline:** July 15, 2018 by 11:59 pm

The Sustainability Peer Program Coordinator (SPPC) plays a key role in engaging students around sustainability on campus by working closely with the Sustainability Peers (“Peers”). The Peers are enrolled in the sustainability stream of SFU’s broader Peer Education Program and this stream is co-run by Embark and the SFU Sustainability Office. The SPPC creates opportunities for the Peers’ personal and professional development, empowering them to become sustainability leaders on campus. The SPPC is the Peers’ first point of contact, supports the Peers in identifying and reaching their goals and coaches them through interpersonal team dynamics. The SPPC also designs and facilitates workshops to assist the Peers in planning and executing projects that advance sustainability at SFU and beyond.

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### **Embark’s Mission**

Embark is an independent, student-led not-for-profit based out of Simon Fraser University that empowers the next generation of student sustainability leaders. We engage SFU student members in change making and inspire their sustainability leadership through our grant, advocacy, and student-designed programming. Our vision is a future where all students actively cultivate sustainable communities both on and off campus. Embark advocates on behalf of its 35,000+ undergraduate and graduate student members to advance sustainability in the areas of climate action, food systems change, and social sustainability at SFU and beyond.

### **The SFU Sustainability Office’s Mission**

The Sustainability Office scales and accelerates emerging and impactful innovation in ecological, social and economic sustainability by empowering sustainability leaders with best practice services and support.

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The Sustainability Peer Program Coordinator will support [Sustainability Peer Educators](#) (“Peers”) in the following ways:

### **Peer Support**

- Act as a liaison between the Peer teams and Embark’s Programs Manager and the Sustainability Office’s Manager of Student Learning and Leadership.
- Meet with Peers individually throughout the year to set professional development goals while providing mentorship and coaching to help them meet their goals.
- Keep Peers aware of deadlines and support teams in meeting the deadlines.
- Work alongside Peers in conceptualizing, developing, and implementing projects or initiatives that engage students around sustainability on campus and in the surrounding community.
- Field Peers’ questions by email and in person.
- Serve as the Peers’ coach:
  - At the start of each term, help Peers develop their goal-based action plans.
  - Assist Peers in following through with their personal goals each term via regular check-ins.
- Support Peers in reaching deliverables, including but not limited to:
  - Project plan and timeline
  - Grant application
  - Final presentation

### **Program Coordination**

- Work collaboratively with supervisors to plan and facilitate weekly Peer sessions.
- Liaise with external facilitators about personal and professional development workshops for Peers.
- Organize, plan, and facilitate professional development workshops.

### ***Important Dates (subject to change)***

- SPPC Training by Embark and the Sustainability Office co-supervisors (TBD)
- Peer Coach Training (August 28, 2:30-6:30 pm)
- Sustainability Peer Orientation (August 29th )
- SFU Peer Educator Core Training (September 4, 5:30-8:30 pm)
- Sustainability Peer Meetings
  - Fall and Spring semesters: Wednesdays, 4:30-6:30 pm
- Fall Professional Development Day (October 13)
- Spring Professional Development Day (February 2)

### **Ideal Candidates Are:**

- Passionate about working with students at SFU, connecting them with resources, and empowering them to work in self-directed groups.
- Able to draw from a variety of personal, professional, and educational experiences to help mentor peers.
- Personable and able to provide empathetic support to a team of student volunteers.
- Comfortable developing and facilitating workshops. Experience facilitating peer groups is an asset.

- Committed to advancing sustainability at SFU.
- Committed to building inclusive learning communities and groups.
- Creative, resourceful, and collaborative.
- Excellent time managers, able to work flexible hours, and capable of balancing academic and volunteer commitments.
- Available by email and reply within 48 hours to all emails.
- Comfortable using the Google suite of applications.
- Current student enrolled in undergraduate or graduate studies at SFU.

**Benefits:**

- Contribute your time and skills to meaningfully make SFU more sustainable through student leadership.
- Learn about coordinating projects and campaigns at large institutions like SFU.
- Gain experience in mentorship and project management.
- Learn about grant preparation and review procedures.
- Network with sustainability-related professionals and organizations in Vancouver, Burnaby, and Surrey.

**To Apply:**

Submit your resume and a brief cover letter to Ruth Briggs at [programs@embarksustainability.org](mailto:programs@embarksustainability.org) with a subject line of the following format: "*First name Last name, Sustainability Peer Program Coordinator, Application 2018.*" Applications will be accepted until July 15th, 2018 at 11:59 pm.