



Skill Set Trends for Sustainability Coordinator Jobs

National Conference on Sustainability for Community Colleges

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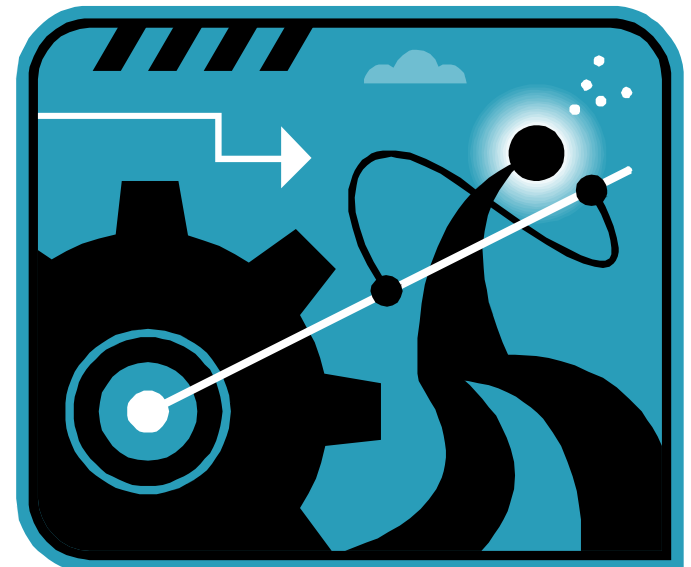
WELCOME!

- Agenda:
 - Skills and knowledge of sustainability coordinators / professionals (skill set analysis) ~ author's survey
 - Begin drafting a job description
 - How hiring a professional promotes campus sustainability initiatives
 - Conclusions



Sustainability Jobs Skill Set Analysis

- Survey of 53 sustainability jobs
- Job descriptions found through web & personal contacts
- Industry distribution:
 - 25 College/university jobs
 - 18 Government jobs
 - 3 Non-profit jobs
 - 5 Private company jobs
 - 2 School district jobs





Sustainability Jobs Skill Set Analysis

- Job titles vary dramatically making it hard to track growth of job market accurately
- Sustainability **job titles**:
 - 25 Sustainability Coordinator
 - 6 Sustainability Manager*
 - 4 Director of Sustainability+
 - 2 Environmental Coordinator
 - 1 Sustainability Planner
 - 1 Sustainability Intern
 - 1 Sustainability Supervisor.....



Sustainability Jobs Skill Set Analysis

- Schooling & backgrounds required varied widely
- Education level required:
 - 56.6% Four year degree or Master's degree
 - 18.9% Four year degree or equivalent work experience
 - 20.8% Sustainability education
 - 60.4% Previous job experience in sustainability



Sustainability Jobs Skill Set Analysis

- Salary schedules also vary widely
- Education for Sustainability – Western Network reports: **\$41,500 - \$52,00 average salary** (survey based on years of experience). (See C2E2, p. 16)
- My survey showed a range from: \$28,608 - \$109,920 across academic AND private sectors (only 7 of 53 jobs listed salary info)



Sustainability Jobs Skill Set Analysis

- Skill sets were not predetermined, but arose as themes from descriptions
- Trends appeared & were tracked
- Facilitation, coordination, collaboration & liaison skills was the #1 required skill set
- Writing, speaking & interpersonal communication was the #2 skill set



Ranking of Jobs Skill Set

1	Coordinate/ Collaborate/ Liaison w/ all levels. Includes Admin and Multitasking	90.6%
2	Communication: Writing / Speaking / Interpersonal	75.5%
3	Implement: Programs, Goals & Policies	62.3%
4	Educate: Outreach / Connections	56.6%
5	Research	54.7%
6	Assessment: (Includes: Cost/Benefits & Carbon)	52.8%
7	Public Meetings: Committee, Board Meetings	50.9%
8	Policy Implementation	49.1%
9	Computer Skills (inc. Web)	47.2%
10	Project Management	39.6%
11	BMP Knowledge: Sustainability Theory & Application	39.6%



Ranking of Jobs Skill Set

12	Green Building: Facility Operations	39.6%
13	Recycle / Waste Management	39.6%
14	Energy	37.7%
15	Fundraising/ Grant Writing	37.7%
16	Leadership/ Influence	37.7%
17	Curriculum / Academic: Infusing Sustainability	34.0%
18	Marketing	32.1%
19	Independent Worker	28.3%
20	Data Analysis & Analytical Thinking	26.4%
21	Natural Resources	24.5%
22	Purchasing / Procurement	24.5%

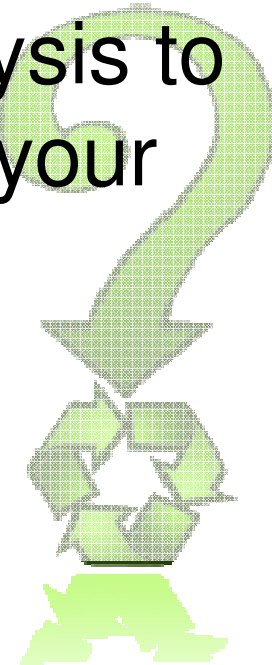


Ranking of Jobs Skill Set

23	Supervise	24.5%
24	Work in Teams	24.5%
25	Regulate / Maintain	20.8%
26	Budget / Accounting	20.8%
27	Water	20.8%
28	Transportation	15.1%
29	Environmental: Health & Safety	11.3%
30	Problem Solving	9.4%
31	Finance - Green/Local Investing & Making the Business Case for Sustainability	7.5%
32	Technical Writing	3.8%
33	Air Quality	0.0%

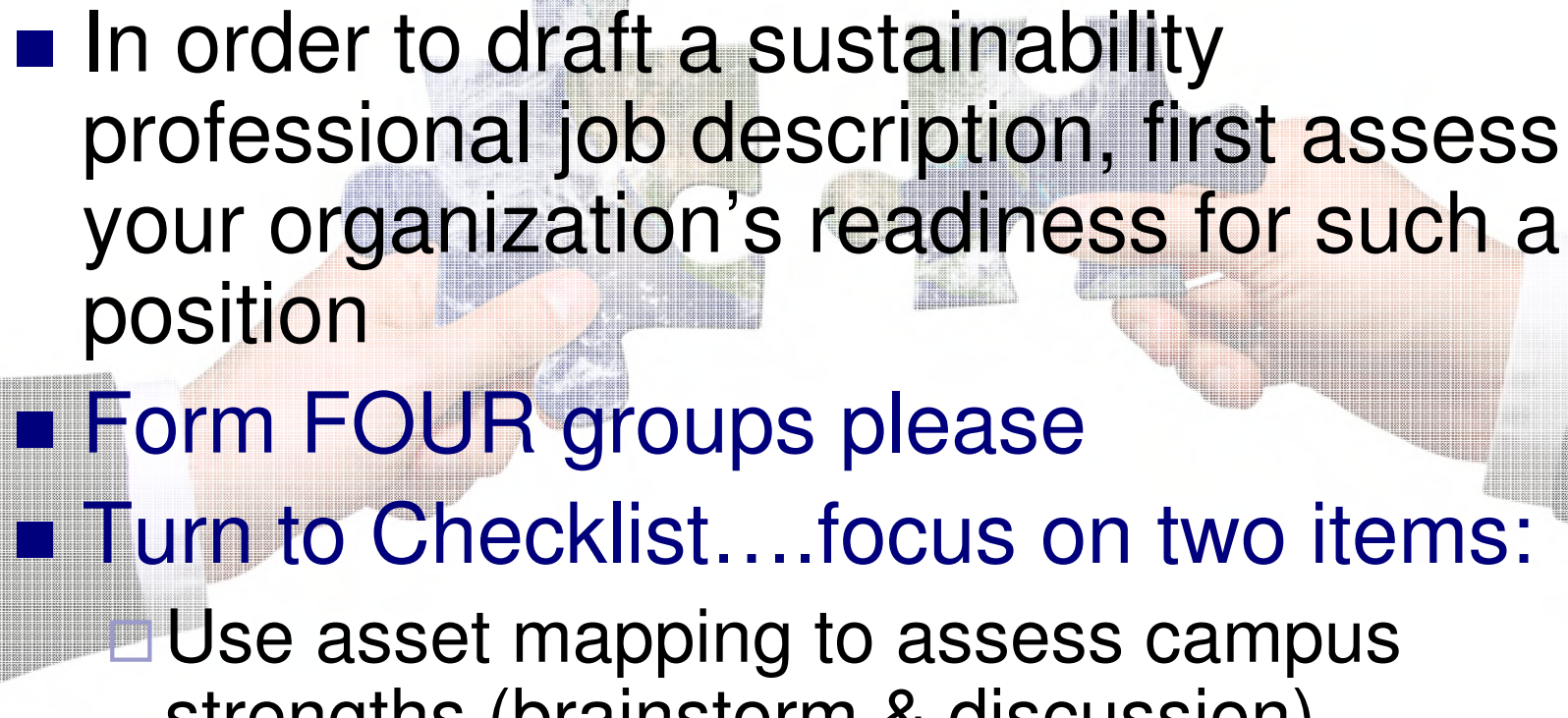
Sustainability Jobs Skill Sets

- What skill set surprises you the most?
- What do you feel may be lacking?
- Now use the Jobs Skill Set Analysis to help create a job description for your organization....





Drafting a Job Description

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- In order to draft a sustainability professional job description, first assess your organization's readiness for such a position
 - Form FOUR groups please
 - Turn to Checklist....focus on two items:
 - Use asset mapping to assess campus strengths (brainstorm & discussion)
 - Define scope of job (using ranking of skill sets)



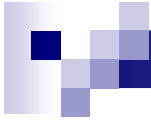
How Hiring a Pro Promotes Campus Sustainability

- In the private sector, “this new breed [chief sustainability officers] is helping companies make money” and “have an open door to get projects funded (Deutsch, p. 1-2).
- This shows that jobs exist & that a workforce needs to be trained.
- In the education sector, pros save resources and thus money. This sector:
 - Generates \$300 billion
 - Employs 3+ million
 - Enrolls 15 million
 - Represents 3% GDP
 - Spends \$20 billion in operations
 - Spends \$14 billion in construction (C2E2, p. 7)



How Hiring a Pro Promotes Campus Sustainability

- Educational institutions are pressured to:
 - Meet/exceed environmental compliance
 - Meet growth for green development, LID & natural resource protection
 - Emerging expectations among students, staff & faculty
 - Reduce/contain increasing costs for utilities/waste disposal
- Appointing a pro:
 - Allows organizations to respond effectively, proactively & consistently to **meet these goals**
 - **Sends a message** of support to campus
 - **Serves as a model** for other organizations in the community
 - **Bolsters learning** environment through internships



Conclusions and evaluation

- What have you done in the hiring process that others can learn from?
- What do you suggest others avoid?
- How & in what ways have hiring a pro helped your organization promote sustainability?



THANK YOU!!!

■ Questions? Time for further discussion?

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