**Title of Position:** Sustainable Campus Student – Brealey Campus

**Division/Department:** Office of Sustainability

**Job Duties**

* Duties will focus on assisting with the organization and coordination of key sustainability initiatives at Fleming College (see project listing below) and leading the Sutherland Campus’ volunteer Students for Sustainability group
* Assist with energy, water and waste reduction as well as engagement initiatives at Brealey Campus. Activities will involve: researching best practices & programs at other organizations, recommending suggested activities for Fleming, and assisting with developing improvement plans; and monitoring and reporting
* Assist with communications related to Fleming sustainability initiatives

**Projects for the Fall 2015 semester may include:**

* Farmers’ Market
* The Community Garden
* STARS (Sustainability Tracking, Assessment, and Rating System) application
* Local Food Box Program
* Sustainability Engagement Initiatives

**Essential Skills**

* 1 year of post-secondary education completed (ideally with an environmental or business focus)
* Leadership or participation in a volunteer organization
* Knowledge of safe working procedures
* Good documentation skills with the ability to keep detailed and accurate notes
* Strong computer skills including the use of word processing, Powerpoint and spreadsheet applications
* Ability to use a digital camera
* Good oral and written communication skills
* Ability to follow both verbal and written instructions, working effectively both as a member of a small team and independently
* Good customer service skills to deal effectively with staff and the public
* Some mechanical aptitude to perform a variety of mechanical tasks including use of hand tools and equipment related to the job (e.g. shovels, rakes, pruners, screw drivers etc.)