**Sustainability Program Manager**

**Portland Public Schools**

**POSITION SUMMARY:** The Sustainability Program Manager develops, implements, and evaluates aspects of district-wide resource conservation and sustainability programs designed to make our schools and facilities more sustainable. These programs include waste reduction, behavioral conservation campaigns, occupant/community engagement and sustainability project management, and data analysis.

**DEPARTMENT:** Facilities & Asset Management

**POSITION REPORTS TO:** Senior Manager, Energy and Sustainability

**ESSENTIAL FUNCTIONS & KEY RESPONSIBILITIES:**

* Develops and implements behavior based sustainability programs designed to engage students and staff. Gives classroom presentations and increases awareness of the impact of behavior on resource use and costs.
* Oversees all waste (municipal solid waste, recycling, organics/food waste) programs and contracts. Ensures the district is receiving proper rates and service and acts as the main point of contact for waste haulers district-wide.
* Develops and implements a robust behavioral engagement campaign in the schools.
* Works collaboratively with school community, contractors and manages projects on greening the school yards. This includes helping to design and construct school gardens, stormwater & bioswale facilities, tree planting, native habitats, and de-paving.
* Assists schools with achieving Oregon Green Schools certification.
* Assists Senior Manager of Energy and Sustainability in hiring, training, and supervising any interns and/or AmeriCorps members.
* Develops District policies and design standards to support sustainability efforts in the district.
* Coordinates district-wide sustainability efforts, including efforts focused on energy and water conservation, waste reduction, and stormwater management.
* Works closely with building staff, custodians, and maintenance staff to monitor and reduce the resource consumption at their schools.
* Reports regularly on impact of conservation programs on District resource use and cost.
* Assists Senior Manager of Energy and Sustainability in monitoring utility invoices and use/cost.
* Assists Senior Manager of Energy and Sustainability in the district’s participation in Energy Trust of Oregon’s Strategic Energy Management Program (SEM).
* Assists facility planning process through design review as it relates to sustainability.
* Other sustainability and resource conservation duties as assigned
* Monitors expenditures against budget; prepares necessary documentation for supervisory review/approval; tabulates budgetary data, calculates figures, and checks for accuracy.

**QUALIFICATIONS:**

**Education**

* Four (4) year degree in sustainability, resource conservation, social sciences, business or other related degree.
* A Master’s degree in any of the identified or related fields will substitute for two
* (2) years of the required experience.

**Experience**

* Minimum three (3) years of experience in coordinating and implementing sustainability/resource conservation programs.
* Experience working directly with energy and resource conservation programs.
* Experience working in educational facilities, municipality or other public agency in a richly diverse community is preferred.
* Project/program management experience desirable.
* Supervisory and previous management experience desirable, not required.
* Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

**Skills**

* Ability to demonstrate effective interpersonal and communication skills among a diverse group of internal and external stakeholders.
* Must have strong computer skills (Microsoft Office Suite, Outlook, web platforms).
* Resource conservation accounting and data analysis is strongly desirable.
* Ability to identify and recommend best practices for and sustainability in schools.

**Certifications**

* LEED accreditation is desirable, not required.