



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Sustainability Coordinator

**Location:** Erie

**Department:** Sustainability Office

**Reports To:** Sustainability Manager

**Full/Part Time:** Part-Time

**Closes:** *Open until filled*

**POSITION SUMMARY** This 1-year grant-funded position connected to an ongoing *Laudato Si* university commitment will focus primarily on three critical areas related to environmental sustainability: (1) collaborating with university maintenance to improve recycling and sustainable practices for waste removal, (2) creating strategies for tracking and curbing energy consumption while reducing carbon emissions (3) deepening community connections to educate both the campus and local community about topics related to environmental sustainability.

### DUTIES AND RESPONSIBILITIES

- Lead the process of inventorying, gap analysis, and procurement for campus recycling-related bins and dumpsters
- Conduct in-person, virtual, and hybrid recycling and related sustainability meetings and trainings for students, employees, and auxiliary staff.
- Create and/or update policies, procedures, and strategies to improve recycling practices and reduce waste for campus.
- Co-create a multi-year action plan and timeline for campus community energy and emissions reductions
- Research new funding opportunities for buildings, systems, and vehicle upgrades.
- Assist with the management of community projects connected to campus and sustainability efforts including the Tiny Forest and Tower Garden Lending Program

### QUALIFICATIONS:

- Bachelor's degree, preferably in one or more of the fields of environmental science, energy, sustainability, or a similar field
- Previous work experience related to one or more of duties and responsibilities
- Strong combination of independent work ethic, leadership skills, and a team player
- Comfortable with both office and remote work environments
- Excellent research and data analytical skills
- Committed to supporting the Core Values, Mission, and strategic plan of the university

## **APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**