



FOUNDATION COMMUNITIES JOB DESCRIPTION

JOB TITLE: Sustainability Education Coordinator
DEPT/DIV.: Asset Management
REPORTS TO: Sustainability Manager

FLSA STATUS: Non-exempt status / Full-time
SALARY: Commensurate with benefits
WORK LOCATION: Main Office – 3036 S. 1st Street.

Position Summary:

The Sustainability team develops environmental tools to increase Foundation Communities' capacity to provide high-quality affordable housing. The team aims to increase the value, durability and quality of Foundation Communities' assets; reduce operations costs, resource consumption and associated environmental impacts; and improve resident and staff quality of life and well-being. Just as Foundation Communities employs a "housing + services" model, the Sustainability team uses a "buildings + people" approach. The Sustainability Education Coordinator's core responsibilities lie in the "people" side of this approach and focuses on engaging staff and residents in conservation behaviors.

Essential Job Functions:

Lead continued growth, implementation and impact assessment of sustainability education for FC's on-site learning centers and adult support services, as well as other existing resident engagement initiatives such as energy audits, recycling education and on-site gardens. Assist with staff training efforts in green office operations and integrating sustainability into other areas of organizational programming.

The Sustainability Education Coordinator also supports the Sustainability team in all other activities, including but not limited to fundraising/grant writing, green operations & maintenance, green capital improvements and building performance data management.

Minimum Qualifications:

- Passionate and knowledgeable about sustainability and affordable housing
- Experience with teaching or community outreach to children and adults
- Experience leading or managing projects
- Excellent writing and communications skills
- Quantitative skills
- Experience with presentations and public speaking
- Four-year college degree
- Minimum two years work or internship experience
- Demonstrated interest, training, education, professional background or volunteer experience in sustainability or education.

Physical Demands/Work Environment: May work in all weather conditions, work in extreme temperatures, and may work around standard office conditions with repetitive use of a keyboard at a workstation. Use of manual dexterity may include, climbing of stairs, climbing of ladders, lifting and moving. Regular business hours Monday – Friday; occasional nights and weekends; travel to FC's 19 Austin-based properties as needed.

To apply, please email a resume and letter of interest to Emma Starkman at emma.starkman@foundcom.org by June 1st, 2017 at 5:00 p.m.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.