Program Director, Sustainability Initiative

Housed within the UC Irvine Office of Academic Initiatives, the Sustainability Initiative fosters interdisciplinary and community-engaged scholarship on critical issues confronting society in pursuit of environmental balance, economic vitality, and social justice. The Initiative promotes collaborations with diverse communities on and off campus in developing solutions to sustainability challenges affecting California and the globe. Together with campus partners, the Initiative also works to infuse sustainability into campus culture and systems, empowering students and faculty with the rich institutional history of impactful research. Community-engaged scholarship and practice are integral to UC Irvine’s excellence as a research university and underlie how we create knowledge to serve society.

Under the minimal direction of the Director of the Sustainability Initiative, the incumbent is responsible for executing the initiative’s education, engagement, and communications programs. The position is also responsible for developing and implementing the Initiative’s co-curricular educational programs through the Global Sustainability Resource Center (GSRC). The incumbent will serve as a member of the Sustainability Initiative management team and advise the Director on issues of education, engagement, communications, and initiative oversight and management.

Percent of Time: 100%

Initiative Oversight and Management

Assist Director to implement initiative timelines and carry out programs as assigned, guided by the Initiative’s strategic plan. Advise Director and faculty principals on opportunities for institutional transformation to enable Initiative objectives in community-engaged sustainability scholarship.

Provide direction, support, and oversight to professional staff program manager(s), student assistant(s), and student volunteers at the GSRC.

Document and evaluate the activities of SI and GSRC for reporting, assessment, and guidance by university leadership.

Assist Director to develop and pursue external funding opportunities.

Education Program

Manage the Initiative’s efforts to make sustainability and climate neutrality part of the curricular and/or other educational experience of all UC students by developing and implementing the Initiative’s curriculum project and ancillary curriculum services.
Engage with campus partners and GSRC professional and student staff to manage the development and implementation of co-curricular educational programming.

**Community Engagement Program**

Direct Initiative’s efforts to build campus capacity for equity-oriented collaborative research and community engagement on sustainability issues by developing and implementing the Initiative’s projects and trainings in local, statewide, national, and international community engagement (e.g., co-designing and facilitating community visioning and action planning processes together with stakeholders from local government and community associations throughout southern California; enabling skills sharing on collaborative research approaches).

Strengthen the Initiative’s central leadership team through coordination and collaboration with key sustainability scholars as directed, including faculty, staff and student affiliates as well as external organizations and community members.

**Campus Engagement Program**

Deepen collaboration with faculty, directors, deans, and senior administrators. Engage key campus, peer campus, and community leaders in long-term planning and alignment building as directed.

Together with campus partners, establish the Initiative’s formal role as a clearinghouse for community-engaged sustainability scholarship.

**Communications Program**

Develop and execute internal and external communications and marketing plan and materials for Initiative programs as directed by leadership and in coordination with the Communications Officer of the Office of Academic Initiatives.

Document UC Irvine’s innovation in engaged sustainability scholarship in peer-reviewed publications, popular press, and social media, including video production as directed.

Manage the Initiative’s event planning activities in coordination with the Office of Academic Initiatives.

**Other**

On behalf of the Director of the Sustainability Initiative, provide support for, or participate in, related projects or committees as assigned.

**Skills, Knowledge and Abilities:**

**Required:**

Graduate or professional degree in a related field, PhD preferred

5-10 years of experience in relevant academic and/or project management setting
Knowledge of local, state, national and international trends; issues; and organizations on sustainability, social justice, and community-engaged scholarship

Demonstrated interpersonal and group facilitation skills to foster collaboration among diverse sets of affiliated faculty, staff, students, and community leaders

Demonstrated experience leading multi-stakeholder processes in community visioning and action planning

Expertise in developing collaborative working relationships in a complex organization

Independence and initiative necessary to establish new programs

Excellent written and verbal skills and ability to present to various constituencies

Ability to multi-task, prioritize and manage multiple simultaneous projects

Ability to independently research, analyze, and write reports, budgets, and funding proposals

**Desired:**

Spanish language fluency

Demonstrated experience training youth in sustainability and social justice leadership

**How to Apply:**

To apply for this job, please visit UCI’s HR website at: [https://staffing2.hr.uci.edu](https://staffing2.hr.uci.edu)

>> Search for job number 2016-0215.

Application materials should include cover letter, CV, and contact information for at least three references. After initial review, we may additionally request a recent writing sample (in PDF format; not to exceed 10 pages; excerpt is acceptable; unpublished work is acceptable; writing sample from within last 5 years).