



Employment Opportunity



Job ID: #SCHII-23-24
Job Title: Sustainability Coordinator
Department: Office of Sustainability
Campus: Thunder Bay, ON
Status: Full Time, Contract (anticipated 6 months)
Job Category: Schedule II

Date Posted: August 2, 2023
Closing Date: August 11, 2023

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

Sustainability at Lakehead University is considered in a pluralistic and inclusive way, encompassing human and ecological health, social justice and equity, Indigenous rights, secure livelihoods, workplace wellbeing, and leadership for vibrant and resilient communities.

As an ambassador for Lakehead University, the Sustainability Coordinator will work in advancing the University's efforts to become a recognized leader in sustainability through the continued development and implementation of the University Sustainability Plan. This position will do this by working closely with senior administration and University partners to include high-level standards, measurable objectives, programs, and policies related to curriculum and research, incorporation of Indigenous worldviews and reconciliation, grounds, dining services, energy, waste, water, transportation, engagement, and planning. The Sustainability Coordinator conducts relevant research, logistics, reports, and planning needed to advance the Office of Sustainability.

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Job Duties

- Research, identify, and adapt sustainability best practices from other universities, corporations, and governments to advance sustainability at Lakehead. Recognize and promote sustainability as an interdisciplinary, integrated, adaptive, and justice-oriented concept, with social, cultural, environmental, and economic dimensions.
- Develop and maintain relationships with other universities' Sustainability Offices and organizations to assist with implementation of the Plan, knowledge sharing, and partnerships.
- Develop long and short-term strategies for the implementation of the Plan, recommend changes needed to integrate sustainability principles into the academic and operational functions of the university, provide an annual progress report, and advance general sustainability initiatives.
- Continue momentum from the Year of Climate Action, referring to its final report.
- Coordinate campus-wide sustainability committees; in particular, provide support for the Lakehead University Sustainability Stewardship Council (LUSSC), its Working Groups, and the Sustainability Executive Advisory Committee.
- Provide advice and recommendations from best practice research to other Departments seeking to be more sustainable.
- Visit Lakehead Orillia at least once a year to maintain partnerships, oversee Office of Sustainability initiatives there, and plan for a sustainability staff position on that campus.
- Publicize, promote, and communicate Lakehead University's sustainability efforts within and outside the campus community.
- Other duties as assigned.

Qualifications

- A Master's Degree in a sustainability-related field.
- At least three (3) years of demonstrable experience in the area of leadership in sustainability and sustainability best practices, preferably within a university setting.
- Experience working with the public, community agencies, public organizations, and/or industry focusing on environmental programs and sustainability planning.
- Experience working within a team of senior administrators, committees, and researchers.
- Experience with developing and designing communication and outreach materials including visual identities, blogs, websites, and delivering high-level presentations.
- Strong time-management and interpersonal skills.
- Strong ability to work in an independent setting.
- Strong analytical, planning, organizational, and administrative abilities.
- Experience reviewing and conducting research and disseminating research in reports for different audiences.

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary.



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Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements