JOB TITLE:
Coordinator, Upper Midwest Association for Campus Sustainability (UMACS)

SUMMARY:
The UMACS Coordinator will provide leadership, communications, and coordination to a regional network of college and university sustainability programs. We seek an independent and passionate leader for this half-time, independent contractor position to help accelerate work in higher education to address societal sustainability challenges by enhancing shared learning and coordination between schools in the Upper Midwest region.

ABOUT UMACS
UMACS, the Upper Midwest Association for Campus Sustainability (umacs.org), is an informal network of colleges and universities in Iowa, Illinois, Minnesota, Wisconsin, and the Dakotas that focuses on sharing information on campus sustainability education, policies, and practices. UMACS has held bi-annual conferences since 2006 that have engaged over fifty colleges and universities, but growth has been hampered by lack of capacity and coordination. With three years of secured funding, UMACS is hiring a coordinator who will enhance the work of individual schools as well as facilitate shared learning, mentoring, and more professional development opportunities within the region. Luther College is the fiscal and administrative agent for this grant. The UMACS coordinator will be an independent contractor of Luther College.

ESSENTIAL DUTIES and RESPONSIBILITIES:
● Develop and enhance shared learning opportunities between UMACS partner schools on STARS, climate action planning, sustainability education, and other aspects of sustainability
● Develop deeper relationships among UMACS partner schools and between UMACS and organizations (e.g AASHE, RE-AMP, etc.)
● Manage and coordinate with UMACS partner schools on conference planning and implementation
● Work with UMACS partner schools on topic-specific workshop implementation (e.g. Sustainability Across the Curriculum, environmental justice)
● Provide leadership and direction to UMACS student interns
● Maintain the UMACS website, social media, and additional communications
● Work with UMACS partners schools to develop a strategic planning process, which may include pursuing 501(c)3 status
● Research and develop a membership program where schools (and perhaps individuals) financially support UMACS
● Pursue additional revenue sources (grants, fee for service, sponsorships, etc.) to diversify revenue and increase fiscal independence
● Launch a comprehensive regional outreach effort to raise awareness of UMACS and recruit additional member institutions into UMACS network
EDUCATION, EXPERIENCE and SKILLS:

- Bachelor’s degree required; experience with higher education is essential; experience with sustainability preferred
- Ability to work independently and strong organizational skills are essential; flexibility and relationship-building skills will be important assets in this position
- Strong oral and written communication are required; proficiency with web content management and social media preferred
- The successful candidate will have strong personal initiative and a desire to help shape both the position and the future of UMACS.

POSITION DETAILS

- This position is an independent contractor and expected to provide their own computer, office space, and transportation (some travel to conferences and workshops is expected).
- This is a salaried position anticipated to be half time with flexible hours and the ability to work remotely. Place of work is open but priority will be given to applicants who live in the UMACS region.
- Compensation is $30,000-$40,000/year depending on experience and skills.
- Contract will be one year renewable.
- Funding for this position has been secured for three years; coordinator will assist with planning for long term financial sustainability.

TO APPLY:
Send a resume, cover letter, and the names of three references to

- Jon Jensen (jon.jensen@luther.edu) at the Center for Sustainable Communities, Luther College
- Questions may also be directed to the same email address
- Review of applications begins June 10.
- Start date is flexible