

FLSA: Non-Exempt

**DEPARTMENT:** MEMBER SERVICES

**POSITION TITLE:** SUSTAINABILITY ASSOCIATE

**REPORTS TO:** SUSTAINABILITY COORDINATOR

**GENERAL DESCRIPTION:** Under the supervision of the Sustainability Coordinator this employee is responsible for the maintenance of initiatives designed to improve SCLS and member library sustainability (Environmentally Responsible, Economically Feasible, and Socially Equitable).

**ESSENTIAL FUNCTIONS:**

1. Works with the Sustainability Coordinator to provide SCLS staff and member libraries with resources related to library sustainability.
2. Develops and maintains communications and marketing materials related to sustainability.
3. Supports member libraries with initiatives related to sustainability.
4. Advocates at all government levels for sustainable funding and community support.
5. Assumes leadership role of Green Team at SCLS, ensuring all existing sustainability initiatives are being followed, maintained, and advanced.
6. Assists with the maintenance and administration of the Sustainable Libraries Initiative program.
7. Collaborates with SCLS Social Media staff to create social media content across all platforms in support of sustainability practices at SCLS and the member libraries.
8. Assists with the State Aid for Public Library Construction Grant Program.

**OTHER FUNCTIONS:**

1. Represents SCLS at professional meetings and conferences as directed.
2. Prepares reports, memoranda, and other written materials.
3. Travels to libraries in support of sustainability initiatives.
4. Assists in set-up and use of SLED, T.E.C.H. Van and other SCLS equipment and services.
5. Represents SCLS at professional meetings and conferences as directed.
6. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of concepts and practices in the field of sustainability.
2. Excellent communication skills, both written and verbal.
3. Excellent organizational and scheduling skills.
4. Ability to use a wide variety of computer software applications, specifically Microsoft

Office.

5. Ability to deal tactfully and courteously with others in a team setting.
6. Ability to work without direct supervision and meet deadlines.
7. Strong writing and copy-editing skills.
8. Ability to work a flexible schedule including nights and weekends.
9. Proficiency with all current social media platforms.
10. Ability to make Sustainable work-related decision.

**REQUIRED EXPERIENCE AND TRAINING:**

1. Bachelor's Degree (or currently in process of obtaining).
2. Experience operating social media sites.

**04/22**