

**The Research Foundation for the State University of New York
for the College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778**

September 27, 2021

Title: Project Coordinator (Research Foundation Title: Project Staff Associate)

Unit: Sustainable Resources Management

Duration: 1 year, possible extension

Location: Syracuse, NY. On campus or remote-based work with regular visits to campus possible.

Salary: \$36,000 for 60% time (plus benefits)

Introduction and Background

The State University of New York (SUNY), College of Environmental Science and Forestry (ESF) in Syracuse, NY was the first environmentally-focused college established in the country, and it is currently recognized as one of the top-ranked environmental academic institutions in the US. For more than a century, it has been at the forefront of confronting environmental challenges of unprecedented number and complexity. With its primary campus in Syracuse and several remote campuses spread across New York State, ESF is located in a dynamic and diverse community with plentiful natural, cultural, and civic opportunities. The College humbly, proudly, and respectfully recognizes that all its campuses and properties reside on the ancestral home of the Haudenosaunee indigenous people.

ESF is SUNY's most unique campus, when one considers its passionate focus on the study of the environment; related science, design, and management-based successes; its remote campuses and 25,000 acres of property across New York State; and its national prominence and recognition among premier institutions in the country.

ESF is actively contributing to the implementation of New York's Climate Leadership and Community Protection Act (CLCPA), which establishes ambitious greenhouse gas emission reduction targets in the state. To help the College effectively engage in this effort, **ESF seeks an accomplished and collaborative individual with broad and comprehensive administrative and project coordination experiences to provide administrative management to faculty engaging on the CLCPA.**

General Function and Scope of the Position

Working under general supervision of Dr. Timothy Volk, the Project Coordinator is accountable for the operation of relevant efforts to support initiatives and projects both underway and being developed by faculty engaged in this work. Communication and project management responsibilities will be paramount in this position. Responsibilities include, but are not limited to:

- Maintain high level and/or deep engagement and understanding of all associated projects in order to facilitate coordination and task progress;
- Ensure that communications with project partners are handled promptly;
- Draft press releases and manage social media and web presence;
- Draft and edit reports and information/fact sheets.
- Schedule and facilitate meetings with ESF faculty and administration, partners and other stakeholders;
- Prepare reports for policymakers, stakeholders, and the public based on technical documents;
- Administer day-to-day functions necessary to ensure effective project/program operation

including, but not limited to, purchasing, personnel, budget and financial reporting.

Related travel across New York State is expected. ESF vehicles will be available for use for travel.

Required Qualifications:

Bachelor's degree in Environmental Science, Environmental Studies, Environmental Engineering, Natural Resources, Public Administration, or relevant field, with 5 years of progressively more complex technical and administrative/project coordination experience relating to projects or programs involving external sponsors or within complex organizations.

Superior coordination, communication, project management, task prioritization, and interpersonal skills. The job requires analytical and problem-solving skills, independent judgment, collaboration, and initiative to accomplish goals. The successful candidate should have the ability, background, and/or experience to work closely and successfully with varied audiences, including government administrators, business people, national organizations, New York State residents, and faculty, students, and college leaders.

Preferred Qualifications:

Advanced degree and prior education and/or experience in climate change field, state or federal policy is highly desired. Experience creating and managing web sites.

Application Deadline: Although applications will be accepted until the position is filled, interested candidates should submit their materials by October 27, 2021 to ensure optimal consideration.

Application Procedure: Employment application, resume, unofficial transcript must be submitted online at <http://www.esf.edu/hr/>. Include two writing samples, no more than three pages in length each. These samples should be a product of applicant's own work, and not a result of group or collaborative effort.

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:

<http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf

The Research Foundation is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.