Sustainability Project Manager: Climate and Sustainability Action Planning

**Department:** Office of Sustainability

**Reports to:** Director of Sustainability, Julie Newman

**Hours:** Fulltime, 40 hours

**Schedule:** Hybrid office/remote

**Salary Grade:** 10

The Office of Sustainability (MITOS) seeks to transform MIT into a powerful model—that generates just, equitable, and scalable solutions for responding to the unprecedented challenges of a changing planet. To achieve our mission, we seek to advance a collaborative process that engages and elevates a diverse set of voices to foster operational excellence, education, research, and innovation on our campus.  
  
As outlined in Fast Forward: MIT’s Climate Action Plan for the Decade, MIT recognizes that the world will not solve the climate problem without solving the intertwined problems of equity and economic transition. This role needs to advance inclusive processes that recognize that the most innovative solutions will be informed by a diversity of perspectives, populations, and functions, including those that have been historically marginalized.

**Position Overview:**

The Sustainability Project Manager will be responsible for advancing the campus impact goals and commitments outlined in MIT’s Fast Forward: Plan for Climate Action for the Decade. MIT has committed to becoming Net Zero by 2026 and achieving zero direct emissions by 2050. This position will be responsible for thedesign and development of the **school and** **departmental level Sustainability and Climate Action Plans called for by this plan to advance these institutional level commitments.**

This is a multi-faceted position that will provide leadership and implementation strategies developed via a co-creation, collaborative solution design process – working with students, staff and faculty across MIT Departments, Labs, and Centers. The Sustainability Project Manager will lead the development and implementation of related data management, strategic planning, and analysis needed to develop the departmental level Sustainability and Climate Action plans. Additionally, the Project Manager will be responsible for leveraging the campus as a test bed to inform climate and sustainability actions as outlined in the Fast Forward Plan as a component of their strategy.

**Principal Duties and Responsibilities (Essential Functions)**:

Lead, manage and ensure the success of the co-creation and implementation of the design and development of the school and departmental level Sustainability and Climate Action Plans called for by the Fast Forward plan. Ensure that the co-creation and

implementation process is informed via the voices of stakeholders that represent diverse cultural backgrounds and perspectives. Seek to identify performance metrics and support the data collection process as needed to ensure that the climate and sustainability work across departments, labs and centers at MIT is measurable and impactful.  
  
**Specific functions:**

1. Partner with relevant departments, to inform the development and implementation of school/departmental level strategies.
2. Seek to identify performance metrics and support the data collection process as needed to inform the development of the Sustainability and Climate Action plans across MIT.

Foster collaboration between departments and student groups to ensure that the student voice is heard and integrated into the plan development and implementation strategies.

Create a robust and culturally aware capacity building process that exposes MIT staff from a variety of backgrounds to cutting edge innovative strategies that inform their School/Departmental level Sustainability and Climate Action Plan.

1. Co-author the Climate and Sustainability action plans for each department/school.
2. Represent MITOS on project teams managed by VP Campus Services and Stewardship and/or the MIT Office of Sustainability on climate mitigation and resiliency committees.
3. Support students and faculty in academic and research-related issues that leverage the campus as a test bed to design and develop new localized climate action and sustainability strategies.
4. Represent MITOS on related MIT/City of Cambridge committees as determined by Director.
5. Represent MITOS as a thought leader in events and forums in and outside of MIT by providing public presentations to targeted and general audiences.

Work closely and collaboratively with other sustainability project managers to develop a shared strategy and to execute joint projects that advance the mission of the office.

**Supervision Received:**

This position will report directly to the Director of the Office of Sustainability.

**Supervision Exercised:**

This position will be expected to hire and manage one to two student research assistants per academic year and summer.

**Requirements:**

1. Bachelor’s degree (master’s preferred) in a related field or equivalent training commensurate with a Master’s degree and years of professional experience.
2. Minimum 5 years of related experience.
3. Demonstrated experience in sustainability programs in universities (or similar institutions), particularly in project management, community engagement, performance analysis, communications development, and website content management.
4. Must be familiar with issues pertaining to energy and related emissions, building design and construction, waste, water, land and transportation.
5. Demonstrated commitment to the values of justice, equity, diversity, and inclusion within the climate and sustainability field
6. Demonstrated impact working on and integrating racial, economic, and climate justice initiatives
7. Demonstrated self-awareness, cultural competency and inclusivity, and ability to work with colleagues and stakeholders across diverse cultures and backgrounds and serving the needs of diverse populations.
8. Demonstrated oral and written communication skills including strong public speaking.
9. Familiarity with applied sustainability research and advanced understanding of energy, environmental and sustainability issues.
10. Ability to work with and analyze data to inform the development of the Sustainability and Climate Actions plans at MIT.
11. Demonstrated evidence as a team player.
12. Proficiency with using software such as MS Word, MS powerpoint and basic spread sheet tools like Microsoft excel.

**About the MIT Sustainability Program:**

[sustainability.mit.edu](http://ehs.mit.edu/site/sustainability)

Application Information

Contact: Massachusetts Institute of Technology

**Online App. Form:** <https://careers.peopleclick.com/careerscp/client_mit/external/jobDetails/jobDetail.html?jobPostId=24005&localeCode=en-us>