

## **Goodbye, Goodbye! Program Manager**

Position duration: Full time (40 hours/week) Spring & Summer; part time (15-20 hours/week) Fall

### **Job Description:**

Move-out Program Manager is responsible for the planning and coordination of the 2016 move-out collection and move-in sale program. The program manager will work with students and campus administrators to ensure the program's success and continuity in future years.

### **Responsibilities:**

- General Duties:
  - Attend and report at all staff meetings
  - Check-in regularly with supervisors and keep them informed of progress
  - Maintain documentation of best practices
- Program Logistics:
  - Coordinate with campus administration to ensure the success of move-out collection and move-in sale
  - Hold meetings with relevant campus administrators to keep them informed of planning progress
  - Work directly with supervisors to coordinate large-scale decision making
  - Oversee all program logistics, including move-out collection and move-in sale
  - Schedule move-out collection, move-in sale, and all other program events in conjunction with other university programming
  - Reserve all on-campus locations to be used for the program in conjunction with university staff
  - Make arrangements for summer storage of collected items
  - Create and maintain pricing scheme for collected goods to be sold
  - Develop a system for maintaining and tracking inventory throughout collection and sale
  - Develop a system for point-of-sale efficiency during the move-in sale
- Impact Assessment:
  - Monitor and collect data regarding diversions from landfill, and avoided costs
  - Analyse program costs and profits from current and previous years in order to increase efficiency of future spending
  - Work with the Recycling Coordinator to monitor waste collection during programming
- Personnel:
  - Effectively manage core team staff
  - Coordinate staff and volunteer training
  - Ensure staff and volunteers are aware of all campus procedures and rules as relevant to the program and all related events

- Effectively communicate and delegate tasks to staff and volunteers when necessary
- Community Outreach:
  - Serve as the primary contact point for all inquiries related to the Program
  - Manage the email address
  - Coordinate with the Center for Residence Life and other on-campus departments to facilitate communication regarding program happenings to students in the university community
  - Outreach to community businesses regarding partnership with the move-out program
  - Solicit donations, monetary and in-kind, from community partners
  - Build relationships with community partners to grow awareness and support for the Program
- Budgeting:
  - Create program budget
  - Assign budgets to Volunteer Coordinator and Marketing Coordinator
  - Ensure all funds are properly allocated and appropriately used
- Program continuity:
  - Document successes and areas for improvement
  - Facilitate transition of next program manager
  - Assist in hiring process for the Move-out Program staff for the following year
  - Solicit and document feedback about the program from staff, volunteers, and University community members

**Qualifications:**

- Authorization to work in the U.S.
- Currently enrolled as an undergraduate student
- Interest in sustainability, business, communications, project management, and university program coordination
- Ability to handle multiple projects at once
- Willingness to work on tight deadlines
- Passionate and committed to sustainability and the goals of the Move-out Program
- Prior leadership experience required
- Flexibility to work night and weekend hours when necessary

**Preferred Experience**

- Creating and maintaining a budget
- On-campus involvement in clubs and/or organizations
- Experience working with campus administrators
- Sustainability/waste management knowledge