

GreenerU believes that educational institutions are uniquely positioned to lead the world in mitigating climate change. **Our mission is to help them.**

Since 2009, GreenerU has become a vital and active partner with more than 50 educational institutions that are looking to see significant progress in the fight against climate change. We recognize that institutions are vibrant places of learning, with many moving parts and a collective interest from students, faculty, and staff to push the envelope, while also recognizing that an institution's buildings can be tools for learning.

Our business model incorporates the symbiotic relationship between the mechanical (turnkey energy solutions) and the human (change management). We recognize that schools need a holistic approach to implement energy-efficiency measures and to engage users in processes to contribute to sustainability success as well. You can learn more about our business and services at www.greeneru.com.

JOB DESCRIPTION

FELLOW FOR CHANGE MANAGEMENT

Universities sometimes need a partner to facilitate an inclusive community engagement process that result in institution-wide, integrated, and aligned energy master plans, sustainability plans, and/or climate action plans with broad support from stakeholders. GreenerU's collaborative approach aims to help drive momentum and action towards their goals, building on the existing efforts and initiatives schools take on.

Key to GreenerU's success with educational institutions is our work in change management—recognizing that the toughest problems of today require changes to deeply ingrained institutional and individual behaviors. GreenerU's change management staff undergo rigorous training in facilitation, stakeholder engagement, and process development. We are skilled in drawing out diverse voices and helping groups navigate difficult discussions.

GreenerU seeks a part-time, 20-hour-a-week Fellow for Change Management for a one-year contracted position. This fellowship offers a crash course in all things change management and sustainability in higher education. After one year, the fellow will be considered for a full-time position.

As we are a small company, we are all expected to wear multiple hats and have a can-do approach to all types of work. Tasks may include the gamut—from meeting facilitation to project support, from writing original copy to editing others' work, from tackling mundane administrative tasks to initiating and leading organizational change.

The ideal GreenerU employee is unafraid to take new approaches, tackles projects with a sense of urgency, and seeks to make real change happen.

Qualified applicants will be adaptable to the ever-flexible consulting world, passionate about climate justice, and excited about working with a fast-paced team of charismatic individuals. In this role, the fellow will be a crucial part of the Change Management team, not just a supporting actor. They will facilitate efficient and productive meetings, support the development of goals and strategies for sustainability strategic plans, and, overall, ensure an increase in sustainability efforts and lower carbon emissions across the nation. This is an opportunity to work with some of the most dynamic individuals in the space of sustainability in education.

This person will support a wide array of project work, depending on the needs of our clients. Examples of past work include:

- o Supporting all Change Management team projects
- o Providing support for all AASHE STARS® report submission support and reviews for clients, which includes collecting and/or reviewing sustainability data from the entirety of a client's campus to support total-institution sustainability efforts
- o Supporting the facilitation of thoughtful, inclusive, and engaging meetings at GreenerU and with clients
- o Supporting the facilitation of inclusive strategic planning processes
- o Supporting our marketing and data collection efforts

The Fellow will report to GreenerU's Vice President with project-level reporting to the Senior Program Manager of Change Management.

WE WILL GIVE YOUR APPLICATION A CLOSE LOOK IF:

- o You have a bachelor's degree and some prior experience in an office setting.
- o You are eager to become an experienced facilitator skilled in employing a variety of tactics to develop group consensus, managing different stakeholders, and developing clear, actionable results.
- o You demonstrate passion for conservation and sustainability and have a strong desire to impact change.
- o You are able to present information verbally and in writing in a manner that is clear, concise, objective, and fact-based to allow clients to make decisions quickly.
- o You show excellent interpersonal and leadership skills and conduct yourself with grace and humor.
- o You have an eye for visual communication and design.
- o You are game to know all about the Association of the Advancement of Higher Education (AASHE) and their reporting tool, the Sustainability Tracking Assessment and Rating System (STARS).
- o You are proficient with MS Office (especially Word, PowerPoint and Excel) and G Suite (especially Google Docs, Sheets, and Drive).

YOU WILL THRIVE IN THIS POSITION IF:

- o You are a **strategic thinker**:
 - o You frequently identify ways to transform an obstacle into an opportunity.
 - o You artfully and skillfully eliminate distractions.
 - o You identify a goal, devise numerous ways of reaching it, then choose the best option.
 - o You are fascinated by problems that puzzle, confound, or frustrate other people.
- o You are an **achiever and activator**:
 - o You create orderly, efficient systems for managing your time, work, or resources.
 - o You have a great amount of work stamina and take great satisfaction from being productive.
 - o You generate enthusiasm so people become eager to transform an idea into action.
 - o You are energized, not paralyzed, by ambiguity, and you exhibit strong bias to action.
- o You seek **continuous improvement**:
 - o You aren't afraid to fail: you approach obstacles with a learning stance, curiosity, and an eagerness to figure out how to get better.
 - o You are candid and provide direct, honest, and constructive input to your colleagues.
 - o You are enthusiastic and open-minded about receiving feedback and always see opportunities to improve.

WHAT YOU WILL LEARN:

- **Meeting facilitation and public speaking:** As is the nature of the job, you will get a lot of practice as a meeting facilitator and speaking in front of people. These groups often include senior people and executives, which will expedite your learning in how to manage strong meeting behaviors and curb your anxieties in a room of important people.
- **Large-event planning and facilitation:** From logistics to on-site meeting facilitation over multiple days to event follow-up and continued momentum, you will learn how to effectively and efficiently run a productive three-day session for a multi-stakeholder group of clients.
- **Full-campus sustainability coordination education and strategy:** By interacting with clients on a variety of sustainability projects, acquire a deep understanding of the breadth of work that goes into pitching, implementing, and maintaining sustainability projects on university campuses
- **Team flexibility and coordination:** As part of a small team within the field of consulting, learn to work as a single unit working in parallel for a single goal. This means learning to read the current and future state of projects and take on a variety of tasks as they become needed rather than staying in a few silos.
- **Administrative office efficiency:** Experiment with how best to incorporate yourself and your role into a cohesive company model. Since GreenerU is a small, very busy company, you will have a chance to see all aspects of small business operations and analyze the best ways you can help within Change Management and the company as a whole.
- **Relationship building:** Both with clients and with our office team, you will learn how to let your personal attributes shine through and enhance your work and the teams you work on, rather than simply filling a chair. You will expedite your personal growth by embracing a culture of feedback, creativity, and mission-driven work.

HOW TO APPLY:

Please submit a résumé and cover letter that highlights your personality, experiences, and narrative writing abilities to careers@greeneru.com. No calls, please.

GreenerU is committed to bringing together a diverse mix of talented people who want to do their best work. We pride ourselves on a strong company culture of dedicated colleagues who work hard, are passionate about what they do, and are encouraged to express themselves creatively. We work as a team—and fun is a big part of who we are. Our values statement, The GreenerU Way, is attached.

GreenerU's is dedicated to promoting diversity, multiculturalism, and inclusion. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other fascinating characteristics that make human beings wonderfully unique. Candidates of all backgrounds are strongly encouraged not only to apply, but to showcase and celebrate their individualism.

For more information, visit www.greeneru.com.

THE GREENERU WAY



Founded in 2009, GreenerU believes educational institutions are uniquely positioned to lead the world in mitigating climate change. Our mission is to help them.

AT GREENERU, WE CREATE A CULTURE OF EXCELLENCE. THIS IS HOW.



WE PUT OUR CLIENTS' INTERESTS FIRST.

We are honest and transparent in working with our clients. We diligently tend to our clients' interest, even if that seems counter to our immediate interests.



WE STRIVE FOR OUR BEST.

We take pride in everything we do. We learn from our mistakes, and apply those lessons to future work. We don't coast.



WE CONTINUALLY RAISE THE BAR.

We know that what was done before is no longer good enough. We continually strive to improve everything we do.



WE CONSISTENTLY COLLABORATE.

We interact respectfully. We think creatively. We contribute constructively. We seek input from all participants.



WE COMMUNICATE CLEARLY.

We ask for feedback frequently and in ways that encourage honest feedback. We provide honest, constructive feedback to our colleagues and clients. We listen to others and strive to understand their perspective. We are concise and articulate in speech and writing.



WE PRACTICE SUSTAINABILITY.

We actively work to conserve energy and water in the office and at client sites. We adhere to best practices to reduce our waste stream in the office and at client sites.

THE GREENERU WAY

WE HIRE AND PROMOTE HIGH-PERFORMING INDIVIDUALS...

IMPACT



You accomplish amazing amounts of important work. You create new, useful ideas. You challenge prevailing assumptions and suggest better approaches. You exhibit a bias toward action and avoid analysis paralysis.

CURIOSITY



You always want to better yourself and to learn more, inside and outside of your area of expertise. You want/need to understand how your work fits into the bigger picture. If something doesn't make sense to you, you ask why.

PASSION



You are committed and dedicated to your work and GreenerU's impact. You inspire others with your thirst for excellence. You put in the extra effort to take your work from good to excellent. You celebrate wins.

SELFLESSNESS



You are egoless when searching for the best ideas. You seek what is best for GreenerU, rather than best for yourself. You make time to help colleagues. You encourage criticism of your work as an important tool for self-improvement.

RELIABILITY



You pull your own weight. You demonstrate consistently strong performance. You question actions inconsistent with our values. You do what you say you will do when you say you will do it.

...WHO ACT RESPONSIBLY.

- You are self-motivated, self-aware, self-disciplined, and self-improving.
- You exhibit leadership.
- You don't wait to be told what to do.
- You always leave a place cleaner than you found it.

WE SUPPORT EACH OTHER.

We get great outcomes by setting clear expectations and supporting, rather than controlling, our colleagues.

When setting expectations, we are clear about how success is defined.

- We track and analyze metrics, including knowledge of the stakes and understanding of business acumen, to create measurable objectives and strategies.
- We value transparency, offering context to all staff and seeking solutions as a team.
- We seek positive business outcomes as well as the process of achieving them.



GREENERU DELIVERS EXCELLENT WORK BY HIRING HIGH-PERFORMING INDIVIDUALS, SETTING CLEAR EXPECTATIONS, AND GIVING THEM THE LATITUDE AND SUPPORT TO SUCCEED.