



Title of Fellow:

Environmental Procurement Coordinator, Harvard Green Campus Initiative, Vice President of Administration

Key Responsibilities and Duties:

The Environmental Procurement Coordinator will be responsible for initiating and leading a comprehensive environmental procurement program for the University, addressing a critical need to reduce the environmental impacts of the millions of dollars in goods and services purchased at Harvard each year, and educating and informing the many staff at Harvard involved in procurement activities.

The Coordinator will be responsible for:

- Process-mapping current purchasing practices at Harvard (both on contract and off contract procurement);
- Researching environmentally friendly products to meet procurement needs in a range of areas, including office products, building operation supplies, lab equipment, IT equipment, printing services, renewable energy and more;
- Developing contract language, model RFPs, and environmental purchasing guidelines for various contracts in line with the Harvard Green Building Guidelines;
- Developing outreach materials, websites, and training programs needed to influence purchasing decision makers;
- Researching and identifying third party rating systems for products and services;
- Developing a tracking system for evaluating green purchasing at Harvard;
- Communicating with purchasing decision-makers in each of the schools;
- Engaging the wide range of key stakeholders involved in purchasing at Harvard, including: the Procurement Office, Harvard Dining Services, University Operations Services, HGCI, HRES, and each of the Harvard Schools.

Required Education and Experience:

- Masters Degree from Harvard University in Environmental Management, Marketing, Higher Education Administration, or other related field;
- Strong and proven interest in environmental sustainability;
- Ability to work with a wide range of stakeholders;
- Excellent communication and inter-personal skills;
- Ability to take initiative and work independently;
- Proven organizational, administrative, report writing and research skills;
- Must be creative and enthusiastic with a high level of energy and initiative;
- Proficiency in MS word, Excel, PowerPoint and ability to learn software such as Macromedia Contribute, Photoshop, as needed.