



Job Description: ASLE Sustainability Officer

ASLE's Strategic Plan, ratified by the organization's EC in summer 2021, identified five priorities, one of which is sustainability broadly defined. We then designated or created positions within the leadership structure to carry out specific core functions of the organization. One of these new positions is the Sustainability Officer*. This is an appointed position, with a term of three years, renewable once upon the mutual agreement of ASLE leadership and the current Sustainability Officer.

Responsibilities Include:

- Serve on the Biennial Conference Committee.
- Work to reduce on-site impacts at biennial and regional conference.
- Work on reducing the carbon footprint from travel to ASLE Conferences, via virtual participation and other methods.
- Collaborate to provide instructional guidance for attendees regarding sustainability practices.
- Explore options for divestment from fossil fuels; carbon-free funding options; and impact investing and bring research and recommendations for EC consideration annually.
- Work to strengthen the financial sustainability of the Association via net zero or net positive budgeting for symposia and conferences, finding sponsors, and diversifying revenue sources.
- Draft grants, in collaboration with the Managing Director, to targeted funders identified by ASLE leadership for support of our strategic vision.
- Increase labor sustainability by developing tools to support current leadership and staff, and to ease transitions between incoming and outgoing officers.
- Participate in the EC officer's retreat held in the spring of non-conference years.
- Attend and participate in the EC officer's meeting held just before the biennial conference.
- Review the ASLE Strategic Plan, and work with officers to prioritize and implement the goals and action items related to sustainability of the Association.

The Sustainability Officer should have excellent organizational skills, and:

- Knowledge of sustainability principles and best practices
- Grant writing experience
- Experience with reviewing budgets and fundraising

To apply for this position, please send a letter of application and a CV or resume, via email as PDF or Word attachments, to info@asle.org by **March 18, 2022**. Feel free to inquire if you have any questions about the office, duties or statement.

* The Strategic Plan statement on Sustainability:

ASLE recognizes our responsibility to explore, develop, and model sustainable environmental, financial, and labor practices on behalf of our members and for the benefit of other academic professional organizations. ASLE recognizes that substantial member benefits come from conference participation and the ISLE journal, both of which have notable material impacts. ISLE has shifted to being an online only journal, as of 2021. ASLE already has a biennial conference model with an off-year virtual symposium, which is considered a best practice among peer organizations. As with the decision by the EC to move ASLE conferences to a LEED Platinum facility, future decisions should take into consideration environmental, financial, and labor sustainability.