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<b>Job Title</b>	Project Director
<b>PVN ID</b>	BX-2403-006214
<b>Category</b>	Managerial and Professional
<b>Location</b>	BRONX C. C.
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 28, 2024 (Or Until Filled)

## General Description

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The Bronx Community College Sustainability Hub Project Director is responsible for overseeing the overall administration of the project, including the work of collaborators and sub-grant recipients, managing the budget, and ensuring that the project goals and objectives are accomplished and in a timely fashion. The Project Director will report to the Assistant Vice President of Administration and Finance.

## Other Duties

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- Serves as the main point of contact for the project on campus and in the community.
- Implements scope of work as indicated in the grant proposal.
- Writes and submit accurate and timely report and communications on the project.
- Works with requisite College divisions to complete project requirements
- Have a comprehensive understanding of sustainability, green energy, the green economy and current workforce trends.
- Promotes and advocates for sustainability internally and externally, including participating in industry forums, conferences, and public outreach activities.
- Coordinate community events and activities hosted by the Sustainability Hub.
- Manages student sustainability ambassadors funded through the grant.
- Research additional funding opportunities to maintain longevity of the Sustainability Hub.
- Produces educational materials on sustainability for the campus and community aligned with the grant goals and objectives.
- Collaborates with internal stakeholders and external stakeholders (e.g., suppliers, communities) to foster sustainability practices and partnerships.
- Other grant project related tasks as assigned by the AVP of Administration and Finance.

## Qualifications

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- Industry knowledge of Sustainability, Green Energy, Green Energy Workforce/Economy
- Demonstrated ability to lead projects and work with various levels of personnel and funders.
- Demonstrated ability to meet project outcomes under strict timelines.
- Excellent written, oral communication and networking skills.
- Requires a minimum of a bachelor's degree in a STEM or sustainability or closely related field and 2-3 years experience.