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## **Sustainability Associate**

The Suffolk Cooperative Library System (SCLS) seeks a customer-service-oriented team player to join the Member Services department as a Sustainability Associate. Headquartered at SCLS, The Sustainable Libraries Initiative (SLI) ([sustainablelibrariesinitiative.org](https://sustainablelibrariesinitiative.org)) has experienced rapid growth both in New York and nationally and is seeking an individual that can provide exceptional customer service to the SLI membership.

The Sustainable Libraries Initiative (SLI) is a project created to acknowledge the important role libraries can play in larger community conversations about resiliency, climate change, and a sustainable future. The SLI enthusiastically encourages activities by their members – and themselves – to be proactive in their application of sustainable thinking in the areas of their facilities, operations, policy, technology, programming, and partnerships. The Initiative is designed to provide the tools and resources library leaders need to incorporate sustainability as a core value in their everyday work.

The candidate must be a college graduate with a strong commitment to the principals of sustainability with public relations and communications experience preferred. The candidate will provide assistance, training and support to SLI participating library staff in matters relating to sustainable (environmentally responsible, economically feasible, and socially equitable) practices.

SCLS is a 56-member library system in Suffolk County, NY. We are a supportive employer with opportunities to learn and grow in this position. Starting salary for this position is \$45,000. Nights and weekends required. Please see the attached job description for details.

To apply, send a cover letter and resume to Suffolk Cooperative Library System, Human Resources Office at [sclshr@suffolknet.org](mailto:sclshr@suffolknet.org) by Friday, November 3, 2023.

FLSA: Non-Exempt

**DEPARTMENT:** MEMBER SERVICES

**POSITION TITLE:** SUSTAINABILITY ASSOCIATE

**REPORTS TO:** SUSTAINABILITY COORDINATOR

**GENERAL DESCRIPTION:** Under the supervision of the Sustainability Coordinator this employee is responsible for the maintenance of workflow and processes for the Sustainable Library Certification Program (SLCP). This employee will also assist with initiatives designed to improve SCLS and member library sustainability (Environmentally Responsible, Economically Feasible, and Socially Equitable).

**ESSENTIAL FUNCTIONS:**

1. Assists with the maintenance and administration of the Sustainable Libraries Initiative (SLI), specifically the Sustainable Library Certification Program (SLCP).
2. Responsible for the production of the SLI monthly eNewsletter.
3. Prepares reports, memoranda, and other written materials.
4. Assists in the development and maintenance of communications and marketing materials related to sustainability.
5. Collaborates with SCLS Social Media staff to create social media content across all platforms in support of sustainability practices for SLI, SCLS and the member libraries.
6. Assumes leadership role of Green Team at SCLS, ensuring all existing sustainability initiatives are being followed, maintained, and advanced.
7. Works with the Sustainability Coordinator to provide SCLS staff and member libraries with resources related to library sustainability.
8. Supports member libraries with initiatives related to sustainability.
9. Advocates at all government levels for sustainable funding and community support.

**OTHER FUNCTIONS:**

1. Assists with reception coverage as needed.
2. Represents SCLS at professional meetings and conferences as directed.
3. Travels to libraries in support of sustainability initiatives.
4. Assists in set-up and use of SLED, T.E.C.H. Van and other SCLS equipment and services.
5. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of concepts and practices in the field of sustainability.
2. Excellent communication skills, both written and verbal.

3. Excellent organizational and scheduling skills.
4. Ability to use a wide variety of computer software applications, specifically Microsoft Office.
5. Ability to deal tactfully and courteously with others in a team setting.
6. Ability to work without direct supervision and meet deadlines.
7. Strong writing and copy-editing skills.
8. Ability to work a flexible schedule including nights and weekends.
9. Proficiency with all current social media platforms.
10. Ability to make Sustainable work-related decision.

**REQUIRED EXPERIENCE AND TRAINING:**

1. Bachelor's Degree.
2. Experience using/understanding social media sites preferred.

**10/23**