JOB DESCRIPTION

| **Title** | High Level Environmental Coordinator |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The High Level Environmental Coordinator will be responsible for developing and implementing environmental programs for [Organization Name]. The position’s main responsibilities include overseeing these programs and reporting to upper management on their progress.

The successful High Level Environmental Coordinator will work closely with regulatory authorities and contractors to ensure that applicable regulations and project timelines are satisfied.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Develop, apply, and monitor environmental programs and policies
* Analyze environmental data to ensure all environmental regulatory requirements are being met
* Oversee field programs, including condition(s) and commitment compliance tracking
* Integrate environmental policies, programs, and practices into all aspects of the organization's activities
* Give advice to senior management about environmental matters related to [Organization Name].’s operations
* Conduct and/or ensure completion of weekly physical inspections as required by Company permit and license conditions
* Train staff according to these programs and policies
* Liaise with external agencies on specific environmental issues and projects
* Promote public environmental awareness and education
* Review and complete environmental audits and identify areas for improvement
* Keep records to make sure [Organization Name] is following environmental laws
* Keep track of budgets for environmental programs
* Additional related duties as assigned

**Core Competencies**

* Ability to work effectively in varying environmental conditions with many different stakeholders
* Aptitude for critical thinking and problem solving
* Excellent attention to detail
* Strong organizational and time management skills
* Excellent interpersonal and leadership skills
* Ability to prioritize and manage conflicting demands
* Exceptional written and verbal communication skills
* Excellent presentation and persuasive skills

**Qualifications**

* Bachelor’s Degree in Environmental Science or related field is required
* Master’s Degree in Environmental Science or a related field is preferred
* XX years of experience in implementing technical environmental programs, with experience in supervisory or management role (required/preferred)
* A general knowledge of and experience with environmental regulatory agencies, and environmental acts and regulations is desired
* Must possess environmental awareness
* Proficiency with MS Office Suite programs, particularly Excel

**Working Conditions**

* The standard work week for this position is XX hours
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday
* Overtime and hours worked outside of the standard work schedule are required, including some evenings as needed
* The position may require extended periods of sitting/standing and working on a computer monitor
* Some travel may be required