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one campus at a time?

The CSU is hiring.



Capilano Students' Union

Position title: **Ethical Purchasing Coordinator**
Classification: Government-funded employee
Rate of pay: \$15.00 per hour (+16% in lieu of benefits)
Hours: 30 hours per week
Term: April 18 – June 12, 2017
Reports to: General Manager

Job description

The ethical purchasing coordinator is responsible for assisting the Capilano Students' Union (CSU) with the development of an organization-wide plan for a phased roll-out of our ethical purchasing policy, with a focus on ensuring that the purchasing practices of the CSU are environmentally sustainable in accordance with standards that our board is expected to approve shortly.

The ethical purchasing coordinator will collaborate with staff and executives to create individual implementation plans within each department and portfolio. While the ethical purchasing coordinator ultimately reports to the general manager, our administrator is going to be providing day-to-day supervision and coordination as the project's sponsor.

Duties and responsibilities

In particular, the ethical purchasing coordinator shall have the following duties and responsibilities:

- Create a comprehensive inventory of the CSU's suppliers and vendors.
- Assist staff and executives in identifying risks to the CSU's supply chain.
- Develop and deliver training and implementation tools to build our internal capacity.
- Create communications for staff and the board for the implementation of ethical purchasing.
- Develop implementation tools and documents to assist in the ethical purchasing policy's roll-out.
- Prepare recommendations for policy monitoring and remedial action processes.
- Identify and build up connections between the roll-out plan and all CSU departments/functional areas.

Alongside their coworkers, the ethical purchasing coordinator is also expected to:

- Share general office duties with other staff members.
- Work safely, in accordance with our health and safety program.
- Handle personal information in accordance with our privacy policy.
- Perform other duties as directed by the general manager.

Qualifications

- Previous experience in environmental sustainability initiatives.
- Personable, professional, and well-organized.
- Ability to work independently, or as part of a team, as needed.
- Excellent written and verbal communication skills.
- Knowledge about the Capilano Students' Union would be an asset.

Program requirements

This student position is made possible by financial contributions from the Canada Summer Jobs program. Applicants must be between the ages of 15 and 30 on April 18, 2017; must have been a full-time student in the 2016-2017 academic year, and intend to return full-time for the next academic year; and must have citizenship, permanent residence, or be under refugee protection.

How to apply

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Students with disabilities, Indigenous students, and students from visible minorities are encouraged to self-identify during the application process. Our employees are represented by CUPE 1004, in a unionized work environment. Applicants must be available for interviews during business hours on April 3, 4, or 5.

Please submit a cover letter and résumé to the attention of Chris Girodat, General Manager, at [hiring@csu.bc.ca](mailto: hiring@csu.bc.ca). Please include the subject header "Search: Ethical Purchasing Coordinator" in all of your correspondence to us.

Please apply by 11:59 p.m. on March 26, 2017