



POSITION: Senior Sustainability Manager
DEPARTMENT: Event Operations
REPORTS TO: Director of Event Operations/ Assistant General Manager
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Senior Sustainability Manager at the McCormick Place Convention Center. Under the direct supervision of the Director of Event Operations and the general guidance of the Assistant General Manager for Operations, the Senior Sustainability Manager is responsible for the development and execution of a comprehensive sustainability program that aligns with the overarching goals of the Metropolitan Pier & Exposition Authority (MPEA) and engages staff at all levels. This multifaceted role helps position McCormick Place as a leader in environmental sustainability with the goal of upholding national environmental standards and best practices.

Essential Duties and Responsibilities

- Develop, direct, and manage all facets of the sustainability program for the organization and its primary public assembly facilities, McCormick Place, Wintrust Arena and Arie Crown Theater.
- Serve as the internal leader and expert for sustainability, monitor trends and communicate/educate all stakeholders on sustainability topics.
- Collaborate with the company's internal groups (e.g., plant operations, engineering, housekeeping, Waste Hauler, environmental health and safety, marketing, and health professional representation) for the development and implementation of initiatives in support of the sustainability strategy.
- Lead and promote sustainability engagement activities through tools, education, and training to increase awareness among staff members, clients, and the community.
- Build effective partnerships with external community organizations to support sustainability efforts.
- Create and strengthen partnerships with the vendor community to develop and implement new strategies for effective and efficient means of providing equipment, services, and supplies that minimize greenhouse gases and reduce the environmental footprint.
- Analyze and assess current operating procedures, materials, and methods, anticipate and implement changes or modifications based on sustainability goals, and perform life cycle assessments and cost analyses of proposed modifications.
- Manage internal and external reporting requirements, Event reports to provide to clients and other stakeholders.
- Develop regular written updates on sustainability progress for key stakeholders.
- Produce annual sustainability report.
- Collaborate with the marketing & communications department on a comprehensive communications strategy.
- Develop website content, educational materials, and associated reports related to sustainability initiatives, education, and marketing in collaboration with internal departments, including

information systems, marketing, and public relations.

- Coordinate Earth Week engagement and educational activities.
- Analyze results on an ongoing basis to effectively audit progress and identify areas for continual improvement.
- Collaborate with appropriate departments to communicate the organization's environmental sustainability strategy, initiatives, progress, and achievements with colleagues, clients, stakeholders, and vendors.
- Develop policies and procedures for areas including materials and waste, safer chemicals, environmentally preferable purchasing, transportation, energy, water, climate, and healthy foods
- Develop a written sustainability plan with SMART goals (with roles and responsibilities identified).
- Develop committee and work group structures to support continuous environmental quality improvement.
- Develop and manage Sustainability budget.
- Collaborate with others on maintaining GBAC, BPA and other related certifications.
- Other related duties as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree, preferably an advanced degree in sustainability, environmental sciences, or a related field or equivalent education and work-related experience.
- 3-5 years' experience in sustainability or related fields; experience in or with public assembly facilities or event operations desired.
- Experience in the application of sustainability standards and reporting protocols, including but not limited to U.N. Sustainable Development Goals, Greenhouse Gas Protocol, ENERGY STAR Portfolio Manager, and others.

Preferred Certificates, Licensed, Registrations

- U.S. Green Building Council LEED Green Associate certification preferred.

Skills and Abilities

- Strong written and verbal communication skills with the ability to communicate sustainability initiatives and needs to executive leadership and front-line staff.
- Ability to build trusted relationships with people at all levels across the organization and bring energy and enthusiasm.
- Strong management skills with an open, constructive, and collaborative approach to working with colleagues.
- Ability to embrace and lead change and drive continuous quality improvement.
- Must be proactive, innovative, organized and disciplined.
- Ability to work in a matrix environment.
- Ability to analyze and interpret documents.
- Excellent time management skills.

- Possess analytical and critical thinking ability.
- Demonstrates ability to manage multiple projects/tasks at once and prioritize effectively.
- Demonstrates ability to solve complex challenges under pressure.
- Outcome focused and self-motivated.
- Ability and willingness to work irregular schedules and hours in fast-paced environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

Specific vision abilities required by this job include close vision for review of programs and data reporting for long periods of time.

Hours of work and travel requirements

Irregular hours, including nights, weekends and holidays and land and/or travel may be required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Senior-Sustainability-Manager_R10015715

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will accept applications from 03-01-23 and until position is filled