

# Employee Sustainability Ambassadors Program

## Departmental approval for employee participation

The Employee Sustainability Ambassadors Program is an applied volunteer program offered through the Office of Sustainability and recognized by the university. The program has been endorsed at the level of the President's Executive Group.

### Program goals and objectives

- Increase sustainability awareness and knowledge among colleagues
- Engage colleagues in activities that advance sustainability at Concordia
- Identify actions that departments can undertake to become more sustainable and encourage their adoption
- Build relationships and knowledge capacity among colleagues

### Overview

Staff members will spend 2-3 hours per month on program activities. Sustainability Ambassadors will:

- Attend 2-3 trainings and networking events throughout the year, to be scheduled depending on employee availability;
- Serve as a main point of contact for their department to ask sustainability-related questions;
- Track the needs and concerns that arise from their department for the Office of Sustainability;
- Inform their colleagues virtually about 1-2 sustainability events or activities on campus per month;
- Participate in a network of support with other Employee Sustainability Ambassadors;
- Host at least 1 educational intervention for their coworkers per year.

### Eligibility

Employees must have taken the virtual "Introduction to Sustainability at Concordia for Employees" professional development course by February 7th.

Employees must be available to participate in the in-person training session taking place in person on the SGW campus on February 11<sup>th</sup> 2 p.m. to 4 p.m.

Employees must obtain the approval of their manager and/or departmental director (or equivalent) to participate.

### Benefits for employees

- Targeted training and support from sustainability professionals at Concordia
- Resource and materials toolkit with all the information and materials necessary to enact departmental change
- Community-building with peers
- Employer-supported sustainability volunteering and professional development
- Opportunity to receive a Sustainability Champions award

### Benefits for departments

- Targeted, department-relative support for implementation of sustainability best practices
- Increased knowledge of campus sustainability resources that benefit departmental activities, event-planning, and networking

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### Statement of departmental approval

We, the undersigned, give \_\_\_\_\_ permission to participate in the Employee Sustainability Ambassadors Program.

We understand that the program is recognized by the University, as endorsed at the level of the President's Executive Group, and departments across Concordia are encouraged to participate.

We understand that \_\_\_\_\_ will spend 2-3 hours per month on program activities from January – December 2025 and we will provide opportunities for their suggestions to be integrated into departmental conversations on a regular basis.

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TITLE

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