

AIGA Minnesota Job Description Associate Director of Sustainable Design

Purpose of Position

To lead the Sustainable Design Committee, which works to provide sustainable resources, ideas and practices to designers and the community, and strives to make AIGA Minnesota sustainable in its operations and events. To help maintain a resource of sustainable practices and materials, plan and promote events and programming, prepare communications to members through available chapter media, staying current with relative industry topics, and act as a Sustainable Design Ambassador with other AIGA Minnesota committees.

General Responsibilities

1. Serve as board liaison to sustainable design committee
2. Lead Chapter programming efforts within sustainable design initiatives
3. Develop and recruit teams to execute programming activities as needed
4. Ensure program proposals are presented and approved at the board level according to all Chapter approval procedures
5. Provide sustainable resources, ideas and practices to designers and the community
6. Maintain a resource of sustainable practices and materials
7. Act as a Sustainable Design Ambassador with other AIGA Minnesota committees
8. Participate in AIGA national network as needed and/or maintain network of AIGA chapter Program leaders as related to sustainable design

Required Areas of Expertise and Work Experience (required)

1. Minimum 3 years experience in professional practice in design or related/affiliated field
2. Be an active member of the sustainable design community and have a long-standing background in sustainability, an understanding of its current processes, issues and technologies
3. Previous team or committee experience (in any capacity); must be a team player
4. Previous AIGA committee experience

Critical Knowledge and/or Skills (preferred)

1. Previous experience leading/working with volunteers
2. Ability to work within a budget
3. Willingness to partner with other organizations within the community

Teams & Resources

1. Director of Design Impact - work closely with director to ensure specific program objectives are aligned with AIGA national and local initiatives.
2. Fellow Associate Directors - work as a team to share best practices and strategic plans
3. Programming Directors - be a resource to other programming directors and committees to use sustainable practices in event planning and programming
4. Communications Director - work with communications team to recommend new and/or tailored communications efforts to promote sustainable design

Powers, Nomination and Term

1. **POWERS:** Non-voting associate member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. **TERM:** 2 years, with option to reapply for additional terms.