



Position Title: Event Sustainability Lead

Classification: Non-exempt

Department: Facilities

Supervisor: Director of Energy and Sustainability

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

The Event Sustainability Lead is primarily responsible for supporting the Director of Energy and Sustainability with the execution of broad-based, company-wide strategic sustainability initiatives throughout the Javits Center, with a specific focus on waste diversion and data reporting. In addition, the person in this role will lead sustainability communications and operations for events.

The hiring range for this position is \$28.21 - \$30.77 hourly. The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.



Essential Functions:

- Engage with clients and our sales team for pre-event communications and planning.
- Work closely with clients to create customized waste management plans.
- Ensure waste operations and sustainability goals are met during events by working closely with various stakeholders (cleaning teams, show management, general contractors, F&B team).
- Train key stakeholders as needed.
- Maintain post-event metrics for all shows and convert them into a report when requested by clients.
- Coordinate logistics related to pickups for JavitsCares donations, food rescue, volunteering, and other similar programs.
- Assist with data reporting related to sustainability operations:
 - Track waste diversion data including JavitsCares donations, farm produce donations, food rescue, grease recycling, and more.
 - Coordinate data analysis to continually improve the waste diversion rate.
- Work with the Director of Energy and Sustainability on executing strategic plans for improving sustainability communication and strengthening partnerships with event organizers, exhibitors, general service contractors, and service providers involved in event operations.
- Update and develop new SOPs as needed for various sustainability initiatives at Javits Center.
- Review periodic internal audits and assessments with the Director of Energy and Sustainability to evaluate the effectiveness and efficiency of sustainability and zero waste strategies.
- Engage with green roof tours, Javits Juniors, and other community programs to deliver outreach and education regarding Javits Center sustainability efforts.
- Work with the Sustainability team to actively challenge others to think differently and engage multiple stakeholders in carrying out the Javits Center Sustainability policy with the goal of continued improvement over time.

Qualifications:

- Bachelor's degree in Environmental Science, Conservation, Sustainability, or equivalent.
- At least two years of experience working in sustainability; experience with events industry and zero waste programs are preferred.
- Must be skilled in delivering presentations, public speaking, and strong ability to communicate about sustainability, food and beverage, and zero waste.



- Collaborative team-player with the ability to engage multiple stakeholders.
- Experience with developing new programs and initiatives.
- Skilled in building employee buy-in and/or community building.
- Able to liaise between different departments and external vendors.
- Ability to taste and evaluate food and beverage products.
- Ability to work 50 hours or more per week.
- Must be able to work extended shifts of 10 hours or more as business dictates
- Must be flexible with schedule and able to work different shifts as needed.
- Possible job hazards include, but are not limited to, slips, trips, falls, burns, cuts, and strains.
- Must be able to reach, lift, stoop, bend and perform extensive standing and walking (including stairs) throughout shift.

The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.

In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities, and a workplace environment characterized by support and fairness for all.