



Associated Students of Western Washington University
Environmental & Sustainability Programs (ESP)
Environmental and Sustainability Programs Media and Marketing Coordinator

About the Position

The ESP Media and Marketing Coordinator position will support all programs in the Environmental and Sustainability Programs by working to promote events and educate the student body about ESP programs through social media promotion and marketing management. The position will work with the AS Publicity Center to promote all sustainable events and to promote the four ESP programs (Environmental Center, Sustainable Action Fund, Outback Farm, and Alternative Transportation, and the Sustainable Action Fund).

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices, and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promoting office and events, and maintaining and updating programming resources for the department.

About the Department

The purpose of the Associated Students Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 11 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break, or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Ability to work collaboratively with multiple people and organizations and with people of diverse backgrounds and opinions.
- Self-motivation and creativity.
- Desire to involve and educate the campus and the greater community.
- Organizational and time management skills.
- Event planning skills or knowledge.
- Basic computer skills including word, excel, email; ability to learn/use web software.
- Experience planning and implementing communication and publicity efforts.

- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Marketing and social media communication experience
- Strong personal communication skills
- Adaptability to perform other duties as they are assigned
- Strong interpersonal skills

AS Employment Responsibilities

- ^ Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Environmental & Sustainability Programs Responsibilities

- Ensure the smooth, effective operations of the Environmental & Sustainability Programs by:
 - Establishing and maintaining active working relationships with all ESP team members.
 - Attending ESP Fall Training, ESP staff meetings, weekly meetings with the ESP Director, and on-going training as needed.
 - Assisting with the coordination of activities, materials, and tabling schedules for ESP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase.
- Provide the most relevant and effective resources, outreach, and programming by:
 - Completing event planning and evaluation paperwork in a timely manner and in accordance with the guidelines set by the ESP Director.
 - Implementing systems to track and assess student use of the GSFSAF Program.
 - Developing and maintaining a program evaluation process to analyze the overall success of the Environmental and Sustainability Programs in meeting the needs of the student body (demographics, promotion success, and other important statistics).
- Empower and support the Associated Students membership with information, activities, and peer education focused on the ESP GEF Grant Program by:
 - Providing unbiased, nonjudgmental, and accurate information and services about the ESP Grant Program to students.
 - Establishing and maintaining a minimum of 10 office hours per week.
 - Coordinating educational programming and outreach of the Environmental and Sustainability Programs Grant Program.

Position Responsibilities

- Promote the benefits and opportunities of the GEE SAF Program to students, staff, and faculty through promotional materials and marketing by:
 - o Maintaining familiarity with GEE SAF proposal processes.
 - o Regularly consulting with GEE SAF Grant Program Coordinator to obtain current, accurate updates on ongoing projects.
 - o Working with the SAF Education Coordinator to
 - o develop Developing promotional materials for students, staff, and faculty that highlight the benefits and opportunities of the GEE SAF Program.
 - o Working with the SAF Education Coordinator to develop Developing educational materials to accompany and highlight existing GEE SAF projects
 - o Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc.
 - To encourage students, staff, and faculty to submit Green-Energy Fee Sustainable Action Fund proposals.
 - To plan and execute proposal drives in coordination with the request for proposals (RFPs).
 - o Utilizing social media to advertise and promote the GEE SAF Program.
 - o Targeting new students (first year and transfer) through partnership with New Student Services, Admissions, and Residence Life, highlighting GEE SAF projects on campus tours and ensuring a presence at Red Square Info Fair and Western Preview.
 - Collaborate with ESP Director during Spring Quarter to ensure the ESP Director represents the GEE SAF Program at Summerstart and Transitions.
 - o Ensuring promotion is campus-wide and through multiple mechanisms. This includes but is not limited to:
 - o Ensuring that non-traditional campus communities, such as the College of Business & Economics or the College of Humanities, are targeted in addition to traditionally recognized ones, such as Huxley College of the Environment.
 - o Ensuring promotion to environmentally oriented student clubs is evenly distributed.
 - o Working with SAF staff to integrate GEE SAF Grant Program into the academic structure of all university colleges by:
 - Encouraging the introduction of the GEE SAF into academic materials, such that projects could become a part of curriculum, working with professors to integrate GEE SAF proposals into class curriculum.
 - o Assist the GEE SAF Grant Program Coordinator with press releases that inform the campus community about the program's and projects' activities.
 - o Working to include GEE projects into regular campus tours.
 - o Maintaining a working knowledge of related programs on campus and at other universities.
- Promote the benefits and opportunities of the all other GEE Environmental and Sustainability Programs to students, staff, and faculty through promotional materials and marketing outreach workshops and classroom presentations by:
 - o Maintaining familiarity with all other programs of the ESP (Including the Environmental Center, the Outback Farm, and Western Student Transportation).
 - o Regularly attending Communications Committee meetings to represent the ESP.
 - o Regularly consulting with program coordinators to obtain current, accurate updates on program projects and events.
 - o Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc.
 - o Utilizing social media to advertise and promote these programs of the ESP.

- o Targeting new students (first year and transfer) through partnership with New Student Services, Admissions, and Residence Life, and ensuring a presence at Red Square Info Fair and Western Preview.
- o Ensuring promotion is campus-wide and through multiple mechanisms. This includes but is not limited to:
 - Ensuring that non-traditional campus communities, such as the College of Business & Economics or the College of Humanities, are targeted in addition to traditionally recognized ones, such as Huxley College of the Environment.
 - Ensuring promotion to environmentally oriented student clubs is evenly distributed.
- o Regularly consulting with the ESP Director for direction in program promotion and outreach.
- 4-; Informing and encouraging students, staff, and faculty to participate in the program through events about the fee.
- 4-; Developing, providing, and leading educational workshops in collaboration with the GEE Grant Program Coordinator to help the campus community learn about the GEF Program.
- 2. Assisting in the development and provision of proposal workshops and informational sessions in collaboration with the GEF Grant Program Coordinator to detail the proposal submission and review process and how to complete the grant application.
- Foster positive working relationships with the various offices and people comprising the GEF Environmental and Sustainability program structure by:
 - o Contributing to GEF SAF Grant Program team cohesiveness and collaboration by:
 - Actively participating within the SAF Grant Program team, which includes the SAF Grant Program Coordinator, SAF Outreach Assistant and the SAF Education Coordinator.
 - Attending weekly meetings with the SAF Grant Program team.
 - Attending periodic meetings with the SAF Grant Program team; the ESP Director; and the Campus Sustainability Manager.
 - o Contributing to Environmental Center team cohesiveness and collaboration by communicating directly with the Environmental Center coordinator and other team members, including Environmental Center work study and Environmental Interns, and by promoting all Environmental Center events and programs.
 - o Contributing to Outback Farm team cohesiveness by communicating with the Outback coordinators to help promote the farm and engage students in these programs.
 - o Contributing to Western Student Transportation cohesiveness by helping promote and engage students in sustainable transportation programs and by communicating with the Alternative Transportation Coordinator.
 - 1. Actively participating within the GEF Grant Program team, which includes the GEF Grant Program Coordinator, GEF Outreach Assistant and the GEF Education Coordinator
 - 1. Attending weekly meetings with the GEF Grant Program team.
 - r. Attending periodic meetings with the GEF Grant Program team; the ESP Associate Director; and the Campus Sustainability Manager.
 - o Maintaining a working knowledge of organizational relationships and processes within the university that affect/play into the proposal process/se program processes.
 - o Making regular reports to the AS VP for Student Life and the GEF Committee.
 - o Maintaining and updating a legacy document of position accomplishments and activities in order to ensure continuity in the position from year to year.

Salary

This position will receive \$6,009 per position term (approximately \$300 twice per month).

Reportage

This position reports directly to ESP Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on March 5, 2014 by motion ASB-14-W-57.