



Associated Students of Western Washington University
Environmental & Sustainability Programs (ESP)
Green Energy Fee Education Coordinator

About the Position

The AS Green Energy Fee Education Coordinator works to educate and engage the campus community around the Green Energy Fee Grant Program (GEF) and the benefits and opportunities it provides.

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, prompting 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 15 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 4-6 credits for undergraduates and S-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 experience, 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
- * ~~7. Experience with organizing and facilitating activities or events.~~

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - o 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
 - o Attending all AS staff development events including pre-fall orientation
 - o Being knowledgeable of the AS organization and its general operations
 - o Serving on search committees as designated by the AS Personnel Director
- Ensure the continuity and legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description
 - o 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

Environmental & Sustainability Programs Responsibilities

- Ensure the smooth, effective operations of the Environmental & Sustainability Programs by:
 - o Establishing and maintaining active working relationships with all ESP team members
 - o Attending ESP Fall Training, ESP staff meetings, weekly meetings with the ESP Associate Director and on-going training as needed
 - o 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:
 - o Completing event planning and evaluation paperwork in a timely manner and in accordance with the guidelines set by the ESP Associate Director
 - o Implementing systems to track and assess student use of the GEF Program
 - o Developing and maintaining a program evaluation process to analyze the overall success of the program in meeting the needs of the student body (demographics, promotion success, other important statistics)
- Empower and support the Associated Students membership with information, activities, and peer education focused on the GEF Grant Program by:
 - o Providing unbiased, nonjudgmental, and accurate information and services about the GEF Grant Program to students
 - o Devoting a total of 15 hours per week to position responsibilities
 - o Establishing and maintaining a minimum of 10 office hours per week
 - o Coordinating educational programming and outreach of the GEF Grant Program

Position Responsibilities

- **Promote the benefits and opportunities of the GEF Program to students, staffs and faculty by:**
 - o Developing promotional materials for students, staff, and faculty that highlight the benefits and opportunities of the GEF Program
 - o Developing and implementing a media campaign to encourage students, staffs and faculty to submit Green Energy Fee proposal
 - Plan and execute a fall quarter proposal drives in coordination with the request for proposals (RFPs)
 - o Developing educational materials to accompany and highlight existing GEF projects
 - o Utilizing social media to advertise and promote the GEF Program.
 - o Outreaching to the campus about GEF support available to complement existing sustainability initiatives
 - o Targeting new students (freshman and transfer) through partnership with New Student Services, Admissions, and Residence Life, highlighting GEF projects on campus tours and ensuring a presence at Red Square Info Fair and Western Preview
 - Collaborate with ESP Associate Director during Spring Quarter to ensure the ESP Associate Director represents the GEF Program at Summerstart and Transitions
 - 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 Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc.
 - o Ensuring all educational & promotional materials and media are approved by the Green Energy Fee Grant Program Coordinator & ESP Associate Director

- **Provide accurate and effective information and resources regarding the GEF Program by:**
 - o Developing, providing, and leading educational workshops in collaboration with the GEF Grant Program Coordinator and the ~~GEF Grant Program Logistics Coordinator~~, to help ~~students~~ the campus community learn about the GEF Program
 - o Assisting in the development and provision of proposal workshops and informational sessions in collaboration with the GEF Grant Program Coordinator and the ~~GEF Grant Program Logistics Coordinator~~, to detail the proposal submission and review process and how to complete the grant application
 - o Assist the GEF Grant Program Coordinator with press releases that inform the campus community about the program's and projects' activities
 - o Collaborating with the GEF Grant Program Coordinator, the ~~GEF Grant Program Logistics Coordinator~~, the ESP Associate Director and the Campus Sustainability Manager to ensure consistent understanding of the program and processes and to coordinate efforts across the spectrum of the GEF program
 - o Maintaining familiarity with GEF proposal processes.
 - o Regularly consulting with GEF Grant Program Coordinator and the ~~GEF Grant Program Logistics Coordinator~~ to obtain current, accurate updates on ongoing projects
 - o Maintaining a working knowledge of related programs on campus and at other universities

o Ensuring all educational & promotional materials and media are approved by the Green Energy Fee Grant Program Coordinator & ESP Associate Director

• ~~Implement a series of events~~ **Provide educational opportunities related to the GEF Program** by:

o Putting on at least 3 events per quarter on topics related to the GEF program, including at least one that is large scale.

- Includes workshops developed in collaboration with the GEF Grant Program Coordinator and ~~GEF Grant Program Logistics Coordinator~~

o Informing and encouraging students, staffs and faculty to participate in the program through events about the fee

• **Engage students, staffs and faculty at Western not directly connected with campus sustainability by:**

- o Targeting non-traditional audiences on campus and highlighting various skill sets needed to complete projects
- o Encouraging the introduction of the GEF into academic materials, such that projects could become a part of curriculum, working with professors to integrate GEF proposals into class curriculum
- o Continuing to build relationships between the GEF program and interested faculty through the Sustainability Academy
- o Fostering relationships with interested faculty and staff
- o Working to include GEF projects into regular campus tours
- o Encouraging the development of student department / internship accreditation for working on projects, such that students receive college credit for projects
- o Working to integrate GEF Grant Program into the academic structure of all university colleges

• **Foster positive working relationships with the various offices and people comprising the GEF program structure by:**

- o Ensuring GEF Grant Program team cohesiveness and collaboration by:
 - Actively participating within the GEF Grant Program team, which includes the GEF Grant Program Coordinator and the GEF Education Coordinator ~~and the GEF Grant Program Logistics Coordinator~~
 - Attending weekly meetings with the GEF Grant Program team
 - 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
- o Making regular reports to the AS VP for Student Life and the GEF Committee
- o Attending weekly meetings with ESP Staff
- 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 earns \$287.57 per two-week pay period through WWU's payroll system.

Reportage

This position reports directly to ESP Associate Director.

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

The Associated Students is an Equal Opportunity Employer. Revised ~~August 3, 2012~~ ~~August 1, 2012~~ ~~June 27, 2012~~