

WWU Office of Sustainability Position Opening
Sustainable Action Fund Summer Education Coordinator

About the position

The Sustainable Action Fund Summer Education Coordinator works to educate and engage the campus community around the Sustainable Action Fund (formerly known as the Green Energy Fee).

About the Office

The Office of Sustainability is Western's hub for campus sustainability. The "OS" is dedicated to helping WWU achieve its strategic goal of campus sustainability by integrating sustainability into operations, academics, research, and outreach through its programs and initiatives.

Position Classification and Salary

Classification: Program Support Staff 3

Base salary is \$11.00/hour, total of \$1,650 for the full term (10 weeks, June 22-August 28).

Position Funding

This position is funded with Sustainable Action Fund money.

Reporting

This position reports to the Sustainable Action Fund Program Coordinator, and is housed within the Office of Sustainability.

Terms of Position:

- Position begins June 22 and runs through August 28. Must be able to commit to entire period to be considered.
- Works an average of 15 hours per week, depending on office need. Work schedule is flexible around academic needs with most hours occurring during normal work hours of Mon-Fri, 8am-5pm.

Employment Requirements:

- Must be an enrolled Western student
- 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.

Required Qualifications and Experience

The successful applicant will have

- Ability to work as part of a team
- Self-motivation and creativity
- Desire to involve and educate the campus and the greater community
- Organizational and time management skills
- Basic computer skills including word, excel, email

- Ability to work independently and responsibly
- Ability to work within deadlines and problem solve
- Ability to work flexible hours
- Basic knowledge of department and position specific responsibilities

Preferred Qualifications and Experience:

Applicants with a combination of the following skills may be given preferential consideration:

- Experience planning and implementing communication, education, outreach and publicity efforts
- Experience working collaboratively with multiple people and organizations and with people of diverse backgrounds and opinions
- Event planning experience
- Demonstrated experience with web and graphic design
- Ability to work under minimal supervision

Primary Duties:

Preparation of outreach materials and events

- Customize classroom presentations for departments
- Plan classroom visits
- Contact university personnel and professors in person, via email, and phone
- Schedule presentations
- Schedule workshop locations
- Prepare workshop materials
- Prepare and edit workshop presentations
- Create new educational opportunities
- Develop new branding initiatives
- Prepare and edit new graphic and web-based outreach materials
- Create new interactive activities for tabling purposes
- Plan special events

Providing outreach to campus community

- Provide presentations to classrooms
- Provide workshops to campus community
- Host Sustainable Action Fund Program table at various events

Program evaluation and upkeep

- Plan program improvements for following academic year

Other program support

- Attend Sustainable Action Fund Committee Meetings as applicable
- Collaborate with SAF Program Coordinator, and other OS/AS staff as needed
- Attend weekly Sustainable Action Fund staff meetings with SAF Program Coordinator
- Other duties as assigned

Educational Benefits

- Gain public presentation and speaking skills
- Obtain web and graphic design experience
- Coordinate public education events
- Increase knowledge in sustainability field
- Obtain grant application skills
- Expand knowledge of campus resources, policies, procedures, programs and services

Submitting an Application & Deadline

Please send cover letter and resume to [nate.white\(5\)wwu.edu](mailto:nate.white(5)wwu.edu) **by May 1st, 2015 at 5pm.**