



**Associated Students of Western Washington University  
Environmental & Sustainability Programs (ESP)  
Environmental and Sustainability Programs Outreach and Volunteer  
Coordinator**

**About the Position**

The ESP Outreach and Volunteer Coordinator position will support all programs in the Environmental and Sustainability Programs by acting as a liaison to the greater Bellingham community. This position will coordinate with community and on-campus groups to offer students volunteer and hands-on environmental learning opportunities. This position will also coordinate volunteering for all ESP events.

**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 four quarter position. This position begins the Monday the first week of summer 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 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.
- Basic computer skills including word, excel, email; ability to learn/use web software.
- 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, this position will require off-campus work.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Access to reliable transportation; either a personal vehicle bike, or knowledge of WTA bus routes.

### **AS Employment Responsibilities**

- Serve the diverse 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, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - 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 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.
  - o 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:
  - 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 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 accordance with the guidelines set by the ESP Director.

in

- o 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 by:
  - o Providing unbiased, nonjudgmental, and accurate information and services about the ESP to students,
  - o Establishing and maintaining a minimum of 10 office hours per week,
  - o Coordinating educational programming and outreach of the Environmental and Sustainability Programs.

### **Position Responsibilities**

- Act as a liaison between the Environmental and Sustainability programs and, therefore, the Western Student Body and the greater Bellingham community by:
  - o Actively establishing working relationships with local sustainability leaders,
  - o Consistently meeting with and collaborating with sustainable community groups while maintain good relationships with them,
  - o Providing students with resources from sustainable organizations in the greater Bellingham community and providing them with volunteer and civic engagement opportunities.
  - o Consulting with the AS VP for Student Life to ensure that communication from the community is being adequately and appropriately being communicated to students.
- Provide appropriate opportunities for students to participate in sustainability work on and off campus.
  - o Maintain and keep a good relationship with the WWU Center for Service Learning, the Office of Sustainability, and other on-campus service learning groups,
  - o Work with off a variety of off-campus groups to develop programming in which students will be able to work in an engaging and hands-on environment to learn about environmental issues,
  - o Work with the Environmental and Sustainability Programs director, ESP Outreach and Marketing Coordinator, Outback, related clubs, and work-study to effectively communicate the off-campus learning opportunities.
- Support the Environmental and Sustainability Programs programming by:
  - o Checking in with other offices and coordinating volunteers for events,
  - o Recruiting and supervising all student volunteers for programming that needs them, ensuring that all of their duties are carried out effectively and that they are trained well enough to follow through on tasks accurately,
  - o Performing other duties as needed or assigned by the ESP Director.

### **Salary**

This position will receive \$7,432 per position term (approximately \$298 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.**