



## Position Description – Communications Coordinator

### Office of Sustainability

Start Date: July 1, 2015

Compensation: \$12.00/hr, 15 hours per week

End Date: June 2016

Application Due: May 19, 2015

#### Job Summary:

- Research, write, create content: articles, videos and images for website, newsletter, posters, hand-outs;
- Web-publishing: Manage Sustainability at Bellevue College's Wordpress website;
- Sustainability Newsletter: Manage monthly newsletter using Mailchimp;
- Events: Represent Sustainability at Bellevue College at events and in classrooms;
- Social Media: Manage Facebook, Twitter, and other social media accounts for the Office of Sustainability;
- Attend weekly team meetings with staff members. Meet once per week with supervisor.
- Attendance at Camp Casey Leadership Retreat June 23<sup>rd</sup>-26<sup>th</sup> on Whidbey Island.

#### Minimum qualifications:

- At least 1 year of experience in website management, or equivalent coursework;
- At least 1 year of experience using Microsoft Office products: Word, Excel, Outlook;
- Minimum 2.7 cumulative BC college-level GPA at the time of application for the previous consecutive quarters and maintain 2.7 GPA throughout employment term;
- Must be registered for a minimum of (6) BC Credits during Fall, Winter, and Spring quarters.

#### Preferred qualifications:

- Demonstrated interest in sustainability (environmental, social, economic) education or programs;
- Previous experience in project coordination (initiating, problem-solving, and completing a project);
- Attention to detail, especially for writing and editing material for broad audience;
- At least one year of experience launching, managing, and completing a project with limited instruction;
- Collaborator: Demonstrated experience working with a team in a time-sensitive setting;
- 2 or more years working in digital graphic design and/or online content management software;
- At least one year of experience in visual design, or equivalent coursework.

**REQUIRED DOCUMENTS TO SUBMIT:** To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:

- Cover letter addressing how you meet the minimum qualifications (no more than 1 page).
- College transcripts (Copies and Unofficial Transcripts are acceptable)
- Resume

*If invited to an interview, you will be asked to provide the following:*

- 1 writing sample, or original website that includes written content. Does not exceed 5 pages.
- At least 2 references, 1 professional and 1 academic.

#### DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

#### APPLICATIONS MUST BE SUBMITTED BY EMAIL OR PAPER

EMAIL TO: [sustainability@bellevuecollege.edu](mailto:sustainability@bellevuecollege.edu) OR SUBMIT TO: Student Programs C212, Front Desk, Bellevue College, 3000 Landerholm Circle SE

**APPLICATION DUE DATE:** Application materials must be received in the Student Programs Front Desk by 5 p.m. on May 19, 2015 for consideration.

The successful candidate must provide proof of U.S. citizenship for eligibility for employment in the United States. We are an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Read our [Equal Opportunity and Disability Accommodation](#) Statement.