



Position Description – Outreach Coordinator

Office of Sustainability

Start Date: July 1, 2016

End Date: June 2017

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

Application Due: June 10, 2016

Job Summary:

- Provide customer services to students, staff, and faculty interested in sustainability and transportation programs;
- Collaborate with the Communications and Digital Media Coordinator to create graphic designs for campus outreach;
- Events: Represent Sustainability at Bellevue College at events and in classrooms;
- Research and implement new methods for campus engagement;
- Liaise between the Office of Sustainability and Student Programs to increase participation in the Student Environmental Sustainability Fund and the Sustainable Club Fund;
- Research, write, create content: articles, awards, videos and images for website, newsletter, posters;
- 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.

Minimum qualifications:

- At least 1 year experience in customer service and problem-solving with a diverse audience;
- 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;
- 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 OR SUBMIT TO: Office of Sustainability, K100D, Bellevue College, 3000 Landerholm Circle SE

APPLICATION DUE DATE: Application materials must be received in the Sustainability Office by 5 p.m. on June 10, 2016 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.