Office of Sustainability- Digital Media & Communications Coordinator Application

APPLICATIONS DUE OCT 13, 2017 4:00 pm

Job Summary

An integral part of BC's Office of Sustainability, the Digital Media and Communications Coordinator is the primary person for all things media. The position creates handouts, newsletters, posters and social media posts using graphic design and journalistic principles. The Digital Media and Communications coordinator gets the word out about our upcoming activities and ensures that the Office of Sustainability is represented well online and in print. This position has a lot of opportunity to be creative and build a portfolio, while researching, writing, and creating new content and ideas for the Office. The Digital Media and Communications Coordinator will be joining a team of two full time employees and two other student employees. The team works very closely throughout the year on projects to meet sustainability goals but this position is unique in that it is stationed in the K building, which provides opportunities to work with full time professionals in campus operations very closely. To learn more about the Office of Sustainability, visit: www.bellevuecollege.edu/sustainability

POSITION: Digital Media and Communications Coordinator

DEPARTMENT: Office of Sustainability

COMPENSATION: $13/hour, 15-19 hours per week

POSITION START AND END DATE: October 23, 2017 through June 30, 2018

APPLICATION OPENS: September 13, 2017

APPLICATION CLOSES: October 13, 2017 4:00 pm

(Please Print in ALL CAPITAL LETTERS)

Student Name _____

Student ID Number ___ ___ ___ - ___ ___ -___ ___ ___ ___

Email _____

Phone (___ ___ ___) ___ ___ ___ -___ ___ ___ ___

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Applications and all required documents must be submitted **TYPED AND PRINTED** to the Student Programs Office Front Desk (C-212) OR to reduce the environmental impact of printing, you may submit a typed application to sustainability@bellevuecollege.edu.

Essential job duties (not limited to):

- Assist and educate the Transportation and Outreach Coordinators on media styles and graphic design principles, as well as processes for class and campus outreach;
- Coordinate sustainability communication projects to increase newsletter memberships;
- 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 newsletter software
- 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.

Minimum qualifications:

- Demonstrated experience in website or social media management, or equivalent coursework;
- Demonstrated experience using Microsoft Office products: Word, Excel, Outlook;
- Demonstrated experience with Adobe Illustrator and Photoshop
- Ability to work independently;
- Strong communications skills;
- Minimum 2.7 cumulative BC college-level GPA at the time of application 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);
- Experience designing logos, promotional materials, print advertisements, educational brochures, and marketing materials using Adobe Creative Suite Software
- 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; utilizing Wordpress content management system to build and maintain website; create sliders, articles, and visual content.
- Demonstrated experience working with a team in a time-sensitive setting;
- At least one year working in digital graphic design and/or online content management software;

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This position will report to the Director of Sustainability.

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.

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:

- Application cover sheet with name, SID, email, and phone
- Typed cover letter addressing how you meet the minimum qualifications (no more than 1 page).
- College transcripts (Copies and Unofficial Transcripts are acceptable)
- Typed Resume

If invited to an interview, you will be asked to provide the following:
- 1 writing sample. Does not exceed 5 pages.
- At least 2 references, 1 professional and 1 academic.

The successful candidate must provide proof of U.S. citizenship **OR** 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 online.