



# Sustainability Outreach Coordinator Application

## Summary

An integral part of BC's Office of Sustainability, the Sustainability Outreach Coordinator acts as an ambassador to the BC community to introduce sustainable opportunities and initiatives and helps to foster a sustainable campus mindset.

You will be joining a team of two full time employees and two other student employees. The team works very closely throughout the year and collaborates on projects. This position is unique in that it is physically housed in the offices of Student Programs, and it is the student facing presence of the Office of Sustainability. The Sustainability Outreach Coordinator is the primary liaison between students and the opportunities and resources offered by the Office of Sustainability. To learn more about what we do and how you can make a difference, visit: [www.bellevuecollege.edu/sustainability](http://www.bellevuecollege.edu/sustainability)

This position provides you with educational and resume building benefits in communications, public speaking, project and event planning, interpersonal coordination, business, environmental studies and science, marketing, government and more. Skills are relatable to any field and will enhance your resume when applying for jobs after graduation, or further studies. Many students in this position have gone on to full-time employment or study at UW.

## Position Details

**POSITION:** Sustainability Outreach Coordinator

**DEPARTMENT:** Office of Sustainability

**COMPENSATION:** \$13.50/hour, 15-19 hours per week

**POSITION START AND END DATE:** August 30<sup>th</sup>, 2019 through June 30, 2020

**APPLICATION OPENS:** July 19, 2018

**APPLICATION CLOSES:** August 2, 2019. After August 2, if no candidate has been found, it will be open until filled.

This position will report to the Sustainability Program Manager and the Director of Sustainability.

## Application Details

Applications and all required documents must be TYPED and submitted electronically to [sustainability@bellevuecollege.edu](mailto:sustainability@bellevuecollege.edu).

**Applications are due by 4 pm, Friday August 2.** After August 2 if no candidate has been found, the position will be open until filled.



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(Please Print in ALL CAPITAL LETTERS)

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Essential Job Duties (not limited to):

- Promote Sustainability opportunities and events;
- Provide customer service and support to students, staff, and faculty interested in sustainability programs;
- Assist in organizing, facilitating, and conducting outreach events such as event tabling and classroom presentations;
- Liaise between the Office of Sustainability and Student Programs to increase participation in the Student Environmental Sustainability Fund;
- Support students with sustainable projects and help them to navigate the SESF funding process, alongside the Associated Student Government Social Responsibility Rep;
- Develop and execute new methods to increase awareness of Sustainability within diverse groups on campus;
- Research and write content for articles, newsletters, and posters;
- Assist the Digital Media and Communications Coordinator with online marketing efforts for Facebook, Instagram, and other social media accounts for the Office of Sustainability;
- Attend weekly team meetings. Meet once per week with advisor(s);
- Collaborate with campus newspaper, radio, and other outlets for public relations when applicable for outreach and event announcement purposes;
- Develop and execute a minimum of 1 sustainability project with guidance from your supervisors and in collaboration with other Office of Sustainability students.

## 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;
- Demonstrated strong communications skills;
- Ability to work independently and on a team;
- Strong organizational and time management skills;
- Basic understanding of sustainability;
- Willingness to learn.



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## Minimum qualifications continued:

- 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 (*If you are a new student or have other extenuating circumstances, please contact us to discuss*).
- Must be registered for a minimum of (6) BC Credits during Fall, Winter, and Spring quarters.

## Preferred qualifications:

- Demonstrated strong interest and commitment to sustainability and social justice education or programs;
- Advanced knowledge of campus life and culture;
- Previous experience in project coordination (initiating, problem-solving, and completing a project);
- Attention to detail, especially for writing and editing material for broad audience;
- Comfortable speaking with and presenting to large groups;
- Demonstrated experience working with a team in a time-sensitive setting;

## 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:

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

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

- 1 writing sample, or original website that includes written content. 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 the [Equal Opportunity and Disability Accommodation Statement](#) on the BC Website.