# 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 works on our website and 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, in print, and in person.

While researching, writing, and creating new content and ideas for the Office, this position has lots of opportunities to be creative and build a portfolio. We’re looking for go-getters with creative ideas!

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 on projects, so you won’t be limited to desk work only. 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 what we do, learn about sustainability, 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, marketing, media creation, website management, business, customer service, project planning, interpersonal coordination, environmental studies and science, 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. Plus, you have a great team and two advisors to guide you throughout the year!

# Position Details

**POSITION:** Digital Media and Communications Coordinator

**DEPARTMENT:** Office of Sustainability

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

**POSITION START AND END DATE:** January 2020 – June 2020

**APPLICATION DEADLINE**: 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**

# (Please Print in ALL CAPITAL LETTERS)

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

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

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Essential Job Duties (not limited to):

* Research, write, and create content for online and printed materials such as social media, websites, newsletters, posters, hand outs, and brochures;
* Manage The Office of Sustainability’s Wordpress website and assist with the SEED Center website;
* Oversee the BC Sustainability Facebook, Instagram, and other social media accounts to share upcoming events, relevant sustainability-related information, and photos;
* Promote the Office of Sustainability opportunities during event tabling and classroom presentations;
* Attend weekly team meetings with staff members. Meet once per week with supervisors;
* Develop and execute a minimum of 1 sustainability-related media project with guidance from your supervisors and in collaboration with other Office of Sustainability students.

# Minimum qualifications:

* At least 1 year of experience Microsoft Office products: Word, Excel, Outlook;
* At least 1 year of experience with Adobe Illustrator and Photoshop;
* Demonstrated experience in website and social media management, or equivalent coursework;
* Ability to work independently and on a team;
* Strong organizational and time management skills;
* Attention to detail, especially for writing and editing material for broad audiences;
* Strong communications skills;
* Basic understanding of sustainability;
* Willingness to learn;
* 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:

* Previous experience in project coordination (initiating, problem solving, and completion);
* Demonstrated strong interest and commitment to sustainability and social justice education or programs;
* Advanced knowledge of campus life and culture;
* Experience in customer service and problem-solving with a diverse audience;
* Experience designing logos, promotional materials, print advertisements, educational brochures, and marketing materials using the Adobe Creative Suite Software
* Comfortable speaking with and presenting to large groups.

# 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.
* A sample of your graphic design work, if applicable.
* 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 la[ws and regulations. Read the Equal Opportunity and](http://bellevuecollege.edu/about/equal/) Disability Accommodation Statement on the BC Website.