



# Student Sustainability Coordinator Application

## Summary

An integral part of BC's Office of Sustainability, the Sustainability 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 have the opportunity to work on a variety of sustainability projects, ranging from event planning to report creating, and communicating with staff, faculty, and students. We are looking for a well-rounded student who is interested in sustainability and climate justice, and is willing to learn on the job.

You will be joining a team of two full time employees and two part-time employees. The team works very closely throughout the year and collaborates on projects. This position will be remote and will be required to attend weekly meetings via Teams. The Sustainability Coordinator will be 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. Students in this position have gone on to full-time employment or study at UW.

## Position Details

**POSITION:** Sustainability Coordinator

**DEPARTMENT:** Office of Sustainability

**COMPENSATION:** \$15/hour, 11-19 hours per week

**POSITION START AND END DATE:** Open Until Filled, End date June 30, 2022 or earlier if required (must discuss with the Sustainability Director).

**APPLICATION OPENS:** June 16, 2021

**APPLICATION CLOSES:** 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). Submit ASAP as position is 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 (Both are virtual unless campus re-opens);
- Work as a member of the team on Office of Sustainability priority projects such as planning the Fall Sustainability Series, greenhouse gas emissions reporting, climate action planning, water fountain replacement, and more;
- Collect and analyze sustainability related data and conduct sustainability related research;
- 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, working 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 team members.



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## 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.

## 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);
- Previous experience in conducting research or data based projects;
- 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.



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## 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.