



Associated Students of Western Washington University

Environmental & Sustainability Programs (ESP)

Environmental and Sustainability Programs ESP Environmental Justice
Coordinator

About the Position

The ESP Environmental Justice Coordinator position will support all programs in the Environmental and Sustainability Programs and the greater Western community by developing programming around environmental justice issues. This position will coordinate with the Ethnic Student Center, the Resource and Outreach Programs, and the VP for Diversity to create holistic and impactful education opportunities for students. The position will provide programming for the Associated Students and facilitate events within the Western community.

Position Classification

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices, and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promoting office and events, and maintaining and updating programming resources for the department.

About the Department

The purpose of the Associated Students Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

Terms of Position

This is a three quarter position. This position begins the Monday the first week of fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Ability to work collaboratively with multiple people and organizations and with people of diverse backgrounds and opinions.
- Self-motivation and creativity.
- Desire to involve and educate the campus and the greater community.
- Organizational and time management skills.
- Basic computer skills including word, excel, email; ability to learn/use web software.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours, this position will require off-campus work.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Access to reliable transportation; either a personal vehicle bike, or knowledge of WTA bus routes.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

Environmental & Sustainability Programs Responsibilities

- Ensure the smooth, effective operations of the Environmental & Sustainability Programs by:
 - Establishing and maintaining active working relationships with all ESP team members.
 - Attending ESP Fall Training, ESP staff meetings, weekly meetings with the ESP Director, and on-going training as needed.
 - Assisting with the coordination of activities, materials, and tabling schedules for ESP involvement in campus events such as VU Late Night, Red Square Info Fair, and AS Job Fair.
- Provide the most relevant and effective resources, outreach, and programming by:
 - Completing event planning and evaluation paperwork in a timely manner and in accordance with the guidelines set by the ESP Director.

- Implementing systems to track and assess student use of the SAF Program.
- Developing and maintaining a program evaluation process to analyze the overall success of the Environmental and Sustainability Programs in meeting the needs of the student body (demographics, promotion success, and other important statistics).
- Empower and support the Associated Students membership with information, activities, and peer education focused on the ESP by:
 - Providing unbiased, nonjudgmental, and accurate information and services about the ESP to students.
 - Establishing and maintaining a minimum of 10 office hours per week.
 - Coordinating educational programming and outreach of the Environmental and Sustainability Programs.

Position Responsibilities

- Represent the interests of the AS ESP and the Associated Students by:
 - Maintaining a professional working relationship with the AS Vice President for Diversity and AS VP for Student Life and find opportunities of collaboration
 - Maintaining a professional working relationship with the AS Social Issues Resource Coordinator.
 - Working collaboratively the ESC Cultural Education Coordinator to develop cohesive environmental justice programming.
 - Assisting with the coordination of activities, materials, and tabling schedules for ESP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase.
 - Outreaching to Associated Students offices and WWU relevant departments to create collaborative programming, for example promoting environmental student involvement in Viking Lobby Day, and promoting students of non-environmental background to be a part of Environmental Lobby Day.
 - Staying informed of WWU relevant resources on campus for the ESP.
- Provide environmentally-focused educational, social, and community building opportunities to the campus community in relation to the ESP mission by:
 - Planning and implementing general programs/events supporting the mission and purpose of the ESP as directed by the ESP Director such as, but not limited to, the Earth Day Festival and Environmental Racism.
 - This position will put on at least 2 events per quarter that focus on the theme of environmental justice and to promote discussion and education about environmental issues that disproportionately affect marginalized social groups.
 - For each quarter, one of these events will be a collaboration with the ESC or SIRC.
 - Providing collaborative programming opportunities with Associated Students office, WWU departments, and Bellingham community organizations.
 - Presenting topics and/or facilitating discussions at some events in the ESP.
 - Maintaining a balanced representation in programming many intersecting identities.
 - Performing other duties as needed or assigned by the ESP Director.

- Create an atmosphere of identity-inclusivity and education revolving around environmental justice within ESP programming.
 - Working with Environmental clubs to expand their programming to include diverse identities to draw participants from across Western's campus.
 - Reflecting intersections of identity through all event planning within the position
 - Leading conversations of inclusivity and diversity during ESP staff planning and event development.
 - Outreaching specifically to other marginalized identity offices at WWU and in the greater Bellingham community.

Salary

Minimum annual salary of \$6435 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters).

Reportage

This position reports directly to ESP Director.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on September 28th, 2016 by motion ASB-16-F-3.