Associated Students of Western Washington University

Environmental & Sustainability Programs (ESP)
Sustainable Action Fund Education Coordinator

About the Position

The AS Sustainable Action Fund Education Coordinator works to educate and engage the campus community around the Sustainable Action Fund Grant Program (SAF) and the benefits and opportunities it provides.

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 Student Budget Coordinator, 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 AS Environmental & Sustainability Programs (ESP) offers the education and resources necessary to promote environmentalism and provides opportunities to become actively involved in sustainable practices through events, volunteering, and student activism.

Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes 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.
- Event planning skills or knowledge.
- Basic computer skills including word, excel, email; ability to learn/use web software.

- Experience planning and implementing communication and publicity efforts.
- 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.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

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, AS Job Fair, and the Campus Activities Showcase.
- 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 program in meeting the needs of the student body (demographics, promotion success, other important statistics).
- Empower and support the Associated Students membership with information, activities, and peer education focused on the SAF Grant Program by:
    - Providing unbiased, nonjudgmental, and accurate information and services about the SAF Grant Program to students.
    - Establishing and maintaining a minimum of 10 office hours per week.
    - Coordinating educational programming and outreach of the SAF Grant Program.

Position Responsibilities

- Promote the benefits and opportunities of the SAF Program to students, staff, and faculty through promotional materials and marketing by:
    - Maintaining familiarity with SAF proposal processes.
    - Regularly consulting with SAF Grant Program Coordinator to obtain current, accurate updates on ongoing projects.
    - Developing promotional materials for students, staff, and faculty that highlight the benefits and opportunities of the SAF Program.
    - Developing educational materials to accompany and highlight existing SAF projects
    - Utilizing relevant forms of media in outreach campaigns, including but not limited to print, radio, online, word of mouth, etc.
        - To encourage students, staff, and faculty to submit Sustainable Action Fund proposals.
        - To plan and execute proposal drives in coordination with the request for proposals (RFPs).
    - Utilizing social media to advertise and promote the SAF Program.
    - Targeting new students (freshman and transfer) through partnership with New Student Services, Admissions, and Residence Life, highlighting SAF projects on campus tours and ensuring a presence at Red Square Info Fair and Western Preview.
        - Collaborate with ESP Director during Spring Quarter to ensure the ESP Director represents the SAF Program at Summerstart and Transitions.
    - Ensuring promotion is campus-wide and through multiple mechanisms. This includes but is not limited to:
        - Ensuring that non-traditional campus communities, such as the College of Business & Economics or the College of Humanities, are targeted in addition to traditionally recognized ones, such as Huxley College of the Environment.
        - Ensuring promotion to environmentally oriented student clubs is evenly distributed.
    - Working to integrate SAF Grant Program into the academic structure of all university colleges by:
        - Encouraging the introduction of the SAF into academic materials, such that projects could become a part of curriculum, working with professors to integrate SAF proposals into class curriculum.
    - Assist the SAF Grant Program Coordinator with press releases that inform the campus community about the program's and projects' activities.
    - Working to include SAF projects into regular campus tours.
    - Maintaining a working knowledge of related programs on campus and at other universities.
- Promote the benefits and opportunities of the SAF Program to students, staff, and faculty through outreach workshops and classroom presentations by:
    - Informing and encouraging students, staff, and faculty to participate in the program through events about the fee.
    - Developing, providing, and leading educational workshops in collaboration with the SAF Grant Program Coordinator to help the campus community learn about the SAF Program.
    - Assisting in the development and provision of proposal workshops and informational sessions in collaboration with the SAF Grant Program Coordinator to detail the proposal submission and review process and how to complete the grant application.
- Foster positive working relationships with the various offices and people comprising the SAF program structure by:
    - Ensuring SAF Grant Program team cohesiveness and collaboration by:
        - Actively participating within the SAF Grant Program team, which includes the SAF Grant Program Coordinator, SAF Outreach Assistant and the SAF Education Coordinator.
        - Attending weekly meetings with the SAF Grant Program team.

        - Attending periodic meetings with the SAF Grant Program team; the ESP Director; and the Campus Sustainability Manager.
    - Maintaining a working knowledge of organizational relationships and processes within the university that affect/play into the proposal process.
    - Making regular reports to the AS VP for Student Life and the SAF Committee.
    - Maintaining and updating a legacy document of position accomplishments and activities in order to ensure continuity in the position from year to year.

Salary

Minimum annual salary of $6,435 (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 30th, 2015 by motion ASB-15-F-16.