

WWU Office of Sustainability Position Opening  
**Sustainable Action Fund Outreach Coordinator**

**About the position**

The Sustainable Action Fund Outreach Coordinator works to educate and engage the campus community around the Sustainable Action Fund (formerly known as the Green Energy Fee).

**About the Office**

The Office of Sustainability is Western's hub for campus sustainability. The "OS" is dedicated to helping WWU achieve its strategic goal of campus sustainability by integrating sustainability into operations, academics, research, and outreach through its programs and initiatives.

**Position Classification and Salary**

Classification: Program Support Staff 3

Base salary is \$11.00/hour, total of \$6,500 for the full term (roughly 39 weeks, including summer training through end of Spring Quarter 2016).

**Position Funding**

This position is funded with Sustainable Action Fund money.

**Reporting**

This position reports to the Sustainable Action Fund Program Coordinator, and is housed within the Office of Sustainability.

**Terms of Position:**

- Two-week paid job training periods during spring quarter 2015, flexible around academic and work schedules.
- Position begins the first week of September, 2015 and runs through the end of spring quarter 2016. Must be able to commit to entire period to be considered.
- Works an average of 15 hours per week, depending on office need. Work schedule is flexible around academic needs with most hours occurring during normal work hours of Mon-Fri, 8am-5pm.
- The position may work during intersession, winter break, spring break, based on program needs.

**Employment Requirements:**

- Must be an enrolled Western student
- 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.

**Required Qualifications and Experience**

The successful applicant will have

- Outreach and education experience
- A strong attention to detail
- Comfortable with computer applications and be motivated to learn on the job
- Ability to work as part of a team
- Strong work ethics
- Problem solving skills
- Present a professional appearance and attitude to the public
- Positive work attitude

**Preferred Qualifications and Experience:**

Applicants with a combination of the following skills may be given preferential consideration:

- Prior experience in customer service or working with the public
- Proficiency in MS Office products including Word, Excel, and PowerPoint
- Ability to work under minimal supervision

**Primary Duties:**

Preparation of outreach materials and events

- Customize classroom presentations for departments
- Plan classroom visits
- Contact university personnel and professors in person, via email, and phone
- Schedule presentations
- Schedule workshop locations
- Prepare workshop materials
- Prepare and edit workshop presentations
- Create new educational opportunities
- Create new interactive activities for tabling purposes
- Plan special events

Providing outreach to campus community

- Provide presentations to classrooms
- Provide workshops to campus community
- Host Sustainable Action Fund Program table at various events

Program evaluation and upkeep

- Plan workshop improvements for following academic year
- Plan presentation improvements for following academic year
- Track whether educational measures used were successful or not throughout academic year

Other program support

- Attend Sustainable Action Fund Committee Meetings as applicable
- Collaborate with Sustainable Action Fund Education Coordinator and Sustainable Action Fund Program Coordinator
- Attend weekly Sustainable Action Fund team meetings with SAF Education Coordinator and SAF Program Coordinator
- Other duties as assigned

### **Educational Benefits**

- Gain public presentation and speaking skills
- Coordinate public education events
- Increase knowledge in sustainability field
- Obtain grant application skills
- Expand knowledge of campus resources, policies, procedures, programs and services

### **Submitting an Application & Deadline**

Please send cover letter and resume to [nate.white\(5\)wwwu.edu](mailto:nate.white(5)wwwu.edu) **by May 1<sup>st</sup>, 2015 at 5pm.**