



**Associated Students of Western Washington University**  
AS Environmental and Sustainability Programs  
AS Environmental Center Coordinator

### **About the Position**

The AS Environmental Center Coordinator oversees the overall function and activities of the Environmental Center in order to fulfill the office's mission statement.

### **Position Classification**

Coordinators provide programming for the Associated Students 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, promote office and events, and maintain and update 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.

The AS Environmental Center presents lectures, seminars, music events and other programs to educate the campus community about environmental topics and to illustrate the interconnections between environmentalism and other social concerns. The Environmental Center maintains a library of current books, newspapers, brochures, videos and magazines. The Environmental Center acts as a networking center for campus and community activists.

### **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**

- Organizational and time management skills

- 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 collaboratively with multiple people and organizations
- 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
- Knowledge of environmental issues
- Ability to work well with others
- Basic knowledge of campus media and publicity
- Self-motivation and creativity

### **AS Employment Responsibilities**

- Serve the 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 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.

### **Position Responsibilities**

- Provide knowledge and awareness of environmental issues to the campus community by:
  - Planning and coordinating three environmentally related, but topically diverse, events per quarter. This includes Earth Day during spring quarter with a target attendance of at least 1,000 people.
  - Distributing, collecting, and recording event evaluations for continuous AS EC improvement.
  - Co-sponsoring a minimum of two events per year outside of the Environmental & Sustainability Programs.
  - Marketing EC events and services in conjunction with the AS Publicity Center and AS Communications Office.
- Be a resource to the campus community on environmental issues by:
  - Maintaining the AS EC resource library, including books, documents, and videos.
  - Doing informational and outreach tabling.
  - Developing and maintaining the EC webpage.

- Developing and distributing the EC newsletter.
  - Collaborating with AS clubs, WWU organizations, and local environmental organizations.
  - Being available for speaking engagements related to the environment.
  - Familiarizing staff and self with campus, local, and regional environmental groups and resources.
  - Researching and following through with questions from students / community members.
- Create camaraderie, engender purpose, and provide support to AS Environmental clubs by:
    - Hosting the quarterly AS Environmental Club Summit.
    - Promoting networking and information sharing among clubs.
    - Being a centralized resource for club contacts and meetings.
    - Coordinating monthly club leader meetings.
    - Creating a centralized Environmental Club Calendar.
    - Creating space for AS Environmental clubs to post events/club meetings on bulletin board.
- Ensure that the AS Environmental Center runs effectively and efficiently by: by:
    - Devoting an average of 15 hours per week to AS business, including 10 office hours.
    - Being the Student Budget Coordinator for all EC budgets, properly stewarding student funds, and reviewing budgets regularly.
    - Recruiting, training, supervising, and coordinating volunteer, intern, and work-study staff.
    - Conducting regular staff meetings, a minimum of two per month.
    - Meeting with interns and work-study employees on a regular basis to provide purpose and duties to supplement the EC.
    - Attending appropriate educational conferences and workshops related to job.
    - Upholding, and possibly developing, procedures and guidelines for EC staff to follow.
    - Planning short and long-term goals for the EC.
    - Evaluating and promoting messaging for the EC.

### **Wage**

Starting hourly rate of \$12.80.

### **Reportage**

This position reports directly to AS Environmental & Sustainability Programs Director.

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

The Associated Students is an Equal Opportunity Employer.

Revised September 30<sup>th</sup>, 2015 by motion ASB-15-F-16.