



Office of Sustainability- Outreach Coordinator Application

Job Summary

An integral part of BC's Office of Sustainability, the Outreach Coordinator acts as an ambassador to the BC community to introduce sustainable opportunities and initiatives, and helps to foster a sustainable campus mindset. The Outreach Coordinator will be joining a team of two full time employees and two other student employees. The team works very closely throughout the year but the Outreach Coordinator position is unique in that it is physically housed in the offices of Student Programs. The position is designed to function as the student facing presence of Sustainability at BC, and act as the primary liaison between students and the opportunities and resources offered by the Office of Sustainability. To learn more, visit www.bellevuecollege.edu/sustainability

POSITION: Outreach Coordinator

DEPARTMENT: Office of Sustainability

COMPENSATION: \$13/hour, 15-19 hours per week

POSITION START AND END DATE: July 1, 2017 through June 30, 2018

APPLICATION OPENS: May 17, 2017

APPLICATION CLOSES: June 9, 2017

(Please Print in ALL CAPITAL LETTERS)

Student Name _____

Student ID Number _____ - _____ - _____

Email _____

Phone (_____) _____ - _____

Applications and all required documents must be submitted **TYPED AND PRINTED** to the Student Programs Office Front Desk (C-212) OR to reduce the environmental impact of printing, you may submit a typed application to sustainability@bellevuecollege.edu. **All Applications are due by 4 PM, Friday June 9th.**

Essential Job Duties (not limited to):



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- Promote Sustainability opportunities and events;
- Provide customer services to students, staff, and faculty interested in sustainability and transportation programs;
- Assist in organizing, facilitating, and conducting outreach events such as event tabling and classroom presentations;
- Liaise between the Office of Sustainability and Student Programs to increase participation in the Student Environmental Sustainability Fund and the Sustainable Club Fund;
- Support students with sustainable projects and help them to navigate the SESF funding process, alongside the Associated Student Government Environmental and 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;
- Social Media: Manage Facebook, Instagram, and other social media accounts for the Office of Sustainability;
- Attend weekly team meetings. Meet once per week with supervisor.

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;
- Strong organizational and time management skills;
- 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;
- Must be registered for a minimum of (6) BC Credits during Fall, Winter, and Spring quarters.

Preferred qualifications:

- Demonstrated interest and commitment to sustainability (environmental, social, economic) education or programs;
- Advanced knowledge of campus life and culture
- Previous experience in project coordination (initiating, problem-solving, and completing a project);
- 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;

This position will report to the Director of Sustainability. Portions of the training for this position may begin as early as mid-June, flexible scheduling to be discussed with the selected candidate.

DISCLAIMER



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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.

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:

- Typed Cover letter addressing how you meet the minimum qualifications (no more than 1 page).
- College transcripts (Copies and Unofficial Transcripts are acceptable)
- 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. Does not exceed 5 pages.
- At least 2 references, 1 professional and 1 academic.

The successful candidate must provide proof of U.S. citizenship for 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.