About the Position
The Sustainability, Equity, & Justice Fund (SEJF) Projects Coordinator helps manage, implement, and monitor the performance of projects funded by the SEJF. In addition, this position helps promote the SEJF and the benefits and opportunities it provides to the campus community. This position is responsible for managing implementation tasks for various SEJF projects; building partnerships between SEJF and relevant parties; planning and representing the SEJF at events; and creating outreach opportunities. The position works closely with the SEJF Manager, the SEJF team, and other programs within the Office of Sustainability, Associated Students, and the broader campus community.

About the Program
The Sustainable Action Fund Grant Program (SEJF) is a student-initiated, quarterly fee paid by all Western Washington University students that provides funding for innovative, student-driven projects focused on promoting experiential learning opportunities and sustainable practices at Western Washington University. The SEJF Grant Program is managed by the Office of Sustainability, with support from the Associated Students.

About the Office
The Office of Sustainability is Western's hub for campus sustainability. Sustainability not only refers to protecting local and global ecosystems, but also improving social equity, creating economic vitality, and promoting human health. 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 2
Salary: $13.20 per hour
This position reports to the SEJF Manager.

Position Funding
This position is funded through the Sustainability, Equity, & Justice Fund, or Work Study (if applicable).

Terms of Position:
- Paid job training period during the end of Spring Quarter 2019, flexible around academic and work schedules.
- Position begins in September 2019 and runs through the end of Spring Quarter 2020. Must be able to commit to the entire period to be considered.
- Works an average of fifteen hours per week for roughly forty weeks (depending on office need). Work schedule is flexible around academic needs with most hours occurring between 8am-5pm, Monday through Friday.
- The position may work during intersession, winter break, and spring break, based upon 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:
- Project management experience (personal, academic, or professional)
- Ability to work collaboratively with diverse audiences
- Willingness to present a professional appearance and attitude to the public
• Strong attention to detail
• Excellent writing skills
• Exemplary organizational skills
• Ability to manage time and prioritize tasks
• Capacity to work both independently and as part of a team
• Ability to work under minimal supervision
• Positive work attitude
• Motivation to learn on the job
• Proficiency in MS Office products including Word, Excel, and PowerPoint.

Preferred Qualifications and Experience
• Prior experience in customer service or working with the public
• Experience with graphic and web design
• Knowledge of effective outreach strategies
• Experience keeping notes and collecting information for ongoing projects
• Familiarity with event planning and production
• Writing proficiency, especially for website and informational materials
• Ability to connect and build relationships with departments, clubs, and other campus organizations
• Ability to communicate well with graphics and web staff
• Education, volunteer or paid work experience in one or more of the following areas: Social Justice, Community Engagement, Environmental Justice, Consumer Education, Behavior Change, Communications, Marketing, Energy Conservation, or similar.

Primary Duties
Providing outreach to campus community
• Assist in planning events and outreach opportunities that showcase SEJF projects
• Collaborate with SEJF Manager and others to expand campus knowledge of SEJF grant projects
• Perform outreach to classes, student clubs, and the greater campus community
• Participate in idea labs and other engagement events
• Investigate and develop relationships with campus and community resources.

Providing project management and implementation assistance to the SEJF Manager
• Schedule meetings with SEJF grant teams
• Track implementation progress of multiple SEJF grant projects
• Keep organized notes and files, with an emphasis on record keeping
• Update the SEJF Manager on progress of SEJF grant projects
• Follow-up with SEJF grant teams to create, refine, and collect project materials.

Program evaluation and upkeep
• Survey campus resources and opportunities relevant to SEJF Grant Program
• Plan and implement SEJF grant process improvements
• Track campus awareness of SEJF grant projects.

Other program support
• Attend weekly SEJF team talk times
• Collaborate on special projects with the SEJF team
• Participate in SEJF Committee meetings as non-voting member
• Attend Office of Sustainability meetings
• Other duties as assigned.

Educational Benefits
• Develop project management skills
• Gain experience coordinating public outreach events
• Learn data analysis
• Obtain grant application skills
• Increase knowledge in sustainability field
• Gain ability to synthesize large amounts of information into cohesive strategies
• Expand knowledge of campus resources, policies, procedures, programs and services
• Position will also learn about organizational management and organizational change.

**Submitting an application**

• Please send cover letter and resume to sustain@wwu.edu and fill out this employment survey by April 30 at 8 am.
• **Optional:** You are encouraged to include program outreach material you have created, such as a press release, an informational poster or graphic, a zine, a website page, or an example of any project work you have done that may be relevant to this position.
• If applying to more than one OS job, please send a separate cover letter, resume, and supporting materials specific to each position.

**More information**

For questions please email johnathan.riopelle@wwu.edu or call 360-650-4501, or see the Western Sustainability Website: https://sustain.wwu.edu/.