Assistant Sustainability Coordinator

Facilities Management

Hourly Pay Rate: $10 - 14/hour (DOE)

**Job Description:** The Assistant Sustainability Coordinator will assist the University Sustainability Coordinator with the advancement of WSU's sustainability goals, projects, and programs. In addition to managing WSU's Green Department Certification Program, this position will assist with the following responsibilities:
- Volunteer coordination
- Sustainability event planning and execution
- Education/outreach (staffing booths, conducting presentations and providing campus tours)
- Data collection for annual reports
- Content development for websites, newsletters, and other outreach materials

**Minimum Qualifications:**
- Junior or senior level standing with a 3.3 GPA.
- Applicants may be majoring in a variety of fields such as environmental studies, communications, education, marketing, geography, political science, etc.

**Skills:**
- Excellent communication skills, including but not limited to: technical writing, computer skills, public speaking, and oral presentation.
- Excellent interpersonal skills.
- Strong organizational, analytical, and research skills.
- Must be a creative and collaborative problem solver

**Preferred Qualifications:**
- A Bachelor’s degree in environmental science or studies, environmental policy, business or public administration, urban planning or a related field.
- One year or more of experience managing staff or volunteers and/or one year or more of sustainability-related work experience.

**Required Applicant Documents:** Resume, Cover Letter, References

**Notes/Instructions to Applicants:** To apply, please complete online application and attach a resume, cover letter, and the names and contact information for three references.

If you are hired, please keep in mind that you will need to complete the appropriate payroll and HR documents prior to beginning work.

The screening of applicants will begin immediately and will remain open until filled.

WSU is an EOE/Minorities/Females/Vet/Disability employer.

**Job Open Date** 03-08-2016

**Job Close Date** 04-08-2016

**Quick Link** jobs.weber.edu/applicants/Central?quickFind=60794