**About the Position**
The Sustainability, Equity, & Justice Fund (SEJF) Ambassador helps promote the SEJF and the benefits and opportunities it provides to the campus community. This position is responsible for engaging in SEJF outreach activities, building partnerships between the parties and relevant parties, and planning and representing the SEJF at events. In addition, the position helps design, implement, and monitor the performance of projects funded by the SEJF. The position works closely with the SEJF team, the Sustainability Education & Engagement Institute ambassadors, the Associated Students, and the broader campus community.

**About the Program**
The Sustainable Action Fund Grant Program is a student-initiated, quarterly fee paid by all Western Washington University students that provides funding for innovative projects focused on promoting experiential learning opportunities and sustainable practices at Western Washington University. The SEJF Grant Program is managed by the Sustainability Education & Engagement Institute.

**About the Office**
The Sustainability Education & Engagement Institute is Western’s hub for campus sustainability. Sustainability protects local and global ecosystems, upholds social equity, creates economic vitality, and promotes human health. The institute is dedicated to help WWU achieve its strategic goal of campus sustainability by integrating sustainability into academics, operations, and research through its programs and initiatives.

**Position Classification and Salary**
Classification: Program Support Staff 2
Salary: $15.05 per hour
This position reports to the Sustainability Institute’s Communications Manager.

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

**Terms of Position:**
- Position begins in Fall 2021 and runs through the end of Spring Quarter 2022. Applicant must be able to commit to the entire period to be considered.
- Works an average of twelve hours per week (depending on office need). Work schedule is flexible around academic needs with most hours occurring between 8am-5pm, Monday through Friday.
- The position may continue the following academic year based upon funding, need, and applicant availability.

**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 engagement experience (personal, academic, or professional)
- 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
• 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 team 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 team
• Schedule meetings with SEJF grant teams
• Keep organized notes and files to report all project activity to SEJF team
• Work with SEJF grant teams to create, refine, and collect project materials
• Track implementation progress of multiple SEJF grant projects.

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
• Represent the SEJF and Sustainability Institute at events and meetings
• Attend Sustainability Institute meetings
• Other duties as assigned.

Educational Benefits
• Gain experience coordinating public outreach events
• Develop project management skills
• Learn data analysis
• Obtain grant application skills
• Increase knowledge in sustainability field
• Expand knowledge of campus resources, policies, procedures, programs and services
• Learn about organizational management and organizational change.
Submitting an application

- Please send cover letter and resume to sustain@wwu.edu.
- **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.

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