Communication Ambassador

Position Title
Communication Ambassador

General Summary
The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Communication Ambassador. Communication Ambassadors are the first point of contact for visitors and callers to the OfS. In addition, Communication Ambassadors are a part of a team responsible for planning, creating, implementing and maintaining the day-to-day communication and outreach for the OfS.

Major Duties
- Meet, greet, and assist students and visitors (i.e. answer telephones, route calls, respond to email inquiries)
- Represent WMU’s OfS at tabling and outreach events
- Distribute and promote the Wesustain EcoEssentials program
- Serve as an OfS tour guide for visitors
- Facilitate First Year Seminar presentations
- Assist with fall and spring OfS events and workshop series
- Create content and promote our programs, opportunities, and events through various modes of communication (i.e. social media platforms, email campaigns, website)
- Provide general clerical support to the OfS
- Attend and contribute to weekly team meetings and report on progress with projects
- Submit semester project brief and deliver end of semester presentation to peers and co-workers at the OfS

Position Requirements
- Undergraduate or graduate student currently enrolled at WMU in good academic standing
- Ability to communicate effectively through various methods
- Willingness to represent the OfS & engage with diverse groups across campus and the community
- Ability to work independently and as part of a team within a fast-paced environment with changing priorities

 Desired Qualifications
- Personal commitment to sustainability
- Marketing/ communication experience or knowledge
- Detail oriented and creative
- Well-acquainted with the use of professional social media output for an organization

Hours and Compensation
Expected commitment is 12-14 hours per week starting at $9.45 per hour.

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.
Tentative Start Date:
Mid-August 2019

To Apply
1. Complete the application found at http://www.wmich.edu/sustainability/opportunities/jobs.
2. Email applications to wmu-sustainability@wmich.edu or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are due Friday, February 15 by 5:00 p.m.

WMU Equal Opportunity Statement
Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

WMU Nondiscrimination Policy
Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. (Revised April 2006)

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