Climate Change Communications Specialist

Position Title
Climate Change Communications Specialist

General Summary
The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a student to work as a climate change communications specialist in a collaborative partnership with the “WMU Climate Change Working Group”, the “Kalamazoo Climate Crisis Coalition”, and the OfS. The Coalition is conducting year-long “Fridays for Future” climate change education and action events. In addition, collaborators will be actively involved in Climate Action Planning efforts at both WMU and the City of Kalamazoo.

Major Duties
• Website creation, content development, and maintenance
• Member/partner contact database maintenance
• Regular digital communication (e.g., mass e-mail, e-newsletter)
• Event planning, coordination, marketing, and documentation
• Meeting attendance and preparation of minutes
• Daily social media outputs

Position Requirements
• Excellent interpersonal and digital communication, scheduling, and social media skills
• Interest in professional development training (e.g., social media campaigns)
• Undergraduate or graduate student currently enrolled at WMU in good academic standing
• Available on Fridays for major Coalition activities and event
• Ability to work independently and as a part of a diverse team
• Self-starter and self-directed worker

Desired Qualifications
• Personal commitment to sustainability and climate change action
• Ability to conduct topical research, literature searches, and best practice review

Hours and Compensation
Expected commitment is 18-24 hours per week starting at $12.00 per hour. This employee will be based at the Office for Sustainability but will spend the majority of their time working for the Climate Change Working Group Leadership Team.

Tentative Start Date and Term
The position is expected to start in September 2019. The position is available through June 2020. Support beyond June 2020 will be considered but is not guaranteed.

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.
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 mailed copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286. Applications can also be dropped off at our street address at 2529 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are due Friday, September 20 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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