



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 (CCWG)”, the “Kalamazoo Climate Crisis Coalition (KCCC)”, and the OfS. The CCWG is coordinating a Spring 2023 “Climate Emergency Month: Creating a Just and Sustainable Future”. 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 WMU, the City of Kalamazoo, and potentially Kalamazoo County. This work is movement-oriented, challenging, and always evolving.

Major Duties

- Develop, and maintain website content
- Curate and maintain member/partner contact databases
- Manage regular digital communication (e.g., email, e-newsletter, social media outputs)
- Help to plan, coordinate, market, and document events
- Attend and prepare draft minutes of meetings
- Create and/or update organizational materials (e.g. brochures, member/partner materials)
- Participate in OfS all-staff meetings, major events, and staff development

Position Requirements

- Excellent interpersonal and digital communication, scheduling, and social media skills
- Interest in professional development training (e.g., social movement and media campaigns)
- Undergraduate or graduate student currently enrolled at WMU in [good academic standing](#)
- Available on Fridays for major activities and events
- Ability to work independently and as a part of a diverse team
- Self-starter and self-directed worker
- Active participation with the OfS team implementing our Diversity & Inclusion Action Plan

Desired Qualifications

- Personal commitment to sustainability and climate change action
- Ability to conduct topical research, literature searches, and best practice review
- Self-aware, emotionally mature
- Organized, self-directed
- Experience with MSOffice, Canva, MStTeams, and Google Drive

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.

Hours and Compensation

Expected commitment is 12-14 hours per week starting at \$12.50 per hour. This employee will be based at the Office for Sustainability (5%) but will spend the majority of their time working for the Climate Change Working Group Leadership Team (75%) and assisting the Kalamazoo Climate Crisis Coalition (20%).

Tentative Start Date and Term

The position is expected to start by mid-December. The position is available through early May 2023. Support beyond May 2023 will be considered but is not guaranteed.

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 accepted on a rolling basis. The position is open until filled.

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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