



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 Experience 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)
- Update a weekly campus sustainability blog
- Provide general clerical support to the OfS
- Attend and contribute to weekly team meetings and report on progress with projects
- Facilitate at least one workshop related sustainability
- 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
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan

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 \$12.50 per hour. Pay increase based on

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performance evaluation.

Tentative Start Date:

January 2023

To Apply

1. Complete the application found at <http://www.wmich.edu/sustainability/opportunities/jobs>.
2. Email application to wmu-sustainability@wmich.edu or send hard a copy to 1903 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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