



Sustainability Representative- Communications Manager Sustainable Skidmore

Location: Skidmore College

Term: 2014-15 Academic Year

Compensation: \$8.50/hour, 3 hours/week

Description:

Sustainable Skidmore is looking for two student Communications Managers available to work 2-3 hours per week at Skidmore College. Primary responsibilities of the Communications Manager are to work with the Sustainable Skidmore office and affiliated campus programs to develop and manage communications materials and marketing plans throughout the academic year. Students will help manage social media and create advertising materials for various Sustainable Skidmore events. This includes but is not limited to poster designs, designing logos and symbols, and creating digital media. Communications managers will also assist in writing articles for the Sustainable Skidmore Bulletin as well as prepare the Bulletin for publication. The Communications Manager will be required to attend monthly sustainability team meetings as well as more frequent (weekly or biweekly) communications team meetings. Communications Managers will report to Rachel Willis and Levi Rogers, Sustainability Coordinators.

Duties:

- Collaborate with all Sustainable Skidmore program leaders to promote events, awareness campaigns, and campus programs. This includes developing marketing plans and advertising materials promoting specific campus events and more generally sustainability awareness.
- Manage social media, including Facebook, Twitter, Instagram in order to keep a fresh, updated online presence.
- Assist in maintaining and updating the Sustainable Skidmore web page.
- Write articles for publication in the Sustainable Skidmore Bulletin or webpage, as well as prepare the Sustainable Skidmore Bulletin for publication.
- Attend monthly Sustainability Team meetings with campus sustainability program leaders, including North Woods Stewards, Skidmore Student Garden Manager, Skidmore Compost Managers, Sustainability Representatives, Bikemore Manager, Sustainability Coordinators, and others.
- Attend weekly or bi-weekly communications team meetings with Rachel Willis and Levi Rogers, Sustainability Coordinators.

Requirements:

- Experience working with Adobe Photoshop or other digital editing programs
- Excellent organizational skills
- Self-starter
- Ability to respond to emails in a timely manner

- Ability to work with diverse groups and audiences
- Submission of letter of interest, resume, and small portfolio of previous work.

Please submit materials by 3/02/2014
with Student Communications Manager Application as the subject line to:
Sustainable Skidmore @ sustainability@skidmore.edu

Candidates will be notified by March 24, 2014 in regards to their application and top candidates may be asked for interviews prior to their hire.