



S-Rep Event Coordinator Job Description

Sustainable Skidmore

Location: Skidmore College

Term: 2014-2015 Academic Year

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

Description:

Sustainable Skidmore is hiring three S-Rep Event Coordinators to engage campus community members in fun and inclusive events on sustainability topics. The S-Rep Event Coordinators work together, along with other Sustainable Skidmore team members, to plan Skidmore Unplugged, Big Green Scream, Earth Day, and the Give+Go. S-Rep Event Coordinators must attend bi-weekly planning meetings (day and time TBA), as well as monthly meetings with the rest of the Sustainable Skidmore team. S-Reps are also expected to connect with Saratoga and Skidmore community partners, reserve spaces and materials for events, recruit and encourage volunteers for events, and work with Communications S-Reps to publicize and write articles for the Sustainable Skidmore newsletter and Skidmore homepage. S-Reps report to Rachel Willis and Levi Rogers, Sustainability Coordinators.

Duties:

- Organize Skidmore Unplugged, Big Green Scream, the Give+Go, and Earth Day. This includes reaching out to student groups and offices several weeks or even months in advance, planning an event schedule, reserving spaces, tabling, and more
- Attend bi-weekly group meetings to brainstorm and plan events
- Attend monthly meetings with the rest of the Sustainable Skidmore team, including Compost Managers, North Woods Stewards, Bikemore Manager, Communications S-Reps, and Education and Outreach S-Reps, Skidmore Garden Manager
- Coordinate with various campus offices and student clubs to ensure all three spheres of sustainability are incorporated in campus-wide events
- Work closely with Communications S-Reps and Education and Outreach S-Reps to publicize and create educational materials for events – bathroom readers, posters, displays

Requirements:

- Excellent organization skills
- Self-starter
- Able to work with diverse groups and audiences
- Ability to respond to emails in a timely manner
- Submission of interest letter and resume

Please Submit Materials by 3/02/2014 with Event S-Rep 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.