



Sustainability Representative- Communications Manager Skidmore Sustainability Office

Location: Skidmore College

Term: 2015-16 Academic Year

Compensation: \$8.75/hour, 3 hours/week

Description:

The Skidmore Sustainability Office is looking for two student Communications Managers available to work 3 hours per week at Skidmore College. Primary responsibilities of the Communications Manager are to work with the Skidmore Sustainability 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 Skidmore Sustainability Office 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 Skidmore Sustainability 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 Emily Davidson, Sustainability Fellow and Levi Rogers, Sustainability Coordinator.

Duties:

- Collaborate with all Sustainability office 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 Skidmore Sustainability Office web page.
- Write articles for publication in the Skidmore Sustainability Bulletin or webpage, as well as prepare the Skidmore Sustainability Bulletin for publication.
- Attend monthly Sustainability Team meetings with campus sustainability program leaders, including North Woods Stewards, Skidmore Community Garden Manager, Skidmore Compost Managers, Sustainability Representatives, Bikemore Manager, Sustainability Coordinators, and others.
- Attend weekly meetings with Emily Davidson, Sustainability Fellow and Levi Rogers, Sustainability Coordinator.

Requirements:

- **Submission of letter of interest, resume, and small portfolio of previous work.**
- Experience working with Adobe Photoshop or other digital editing programs
- Excellent organizational skills
- Self-starter

- Ability to respond to emails in a timely manner, and meet strict deadlines
- Ability to work with diverse groups and audiences

Please submit materials by 3/01/2015
with Student Communications Manager Application as the subject line to:
sustainability@skidmore.edu

Candidates will be notified by March 6, 2015 in regards to their application and top candidates may be asked for interviews prior to their hire.