



S-Rep Event Coordinator Job Description **Skidmore Sustainability Office**

Location: Skidmore College

Term: 2015-2016 Academic Year

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

Description:

The Skidmore Sustainability Office 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 Skidmore Sustainability team members to plan the Big Green Scream, Earth Day, and the Give+Go. S-Rep Event Coordinators must attend weekly planning meetings (day and time TBA), as well as monthly meetings with the rest of the Sustainability 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 Skidmore Sustainability newsletter and Skidmore homepage. S-Reps report to Emily Davidson, Sustainability Fellow and Levi Rogers, Sustainability Coordinator.

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 Sustainability 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:

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

Please Submit Materials by March 1, 2015
with Event S-Rep 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.