



Low-Impact Dining Manager Skidmore Sustainability Office

Location: Skidmore College

Term: 2019-20 Academic Year

Compensation: \$9.75/hour, 4-5 hours/week

Description:

The Skidmore Sustainability Office is hiring two Low-Impact Dining Managers responsible for promoting ongoing sustainable dining initiatives at Skidmore College. The ideal candidate will have an interest in sustainability, food justice, local and sustainable food systems, and has some experience designing and editing communications materials. The position reports to Levi Rogers, Director of Sustainability Programs and Assessment.

Duties include:

- develop a marketing and communications strategy to promote ongoing sustainability efforts within Dining Services;
- meet regularly with Dining Services to stay informed of the most recent sustainable food purchases and incorporate these items into communication materials;
- design marketing materials, including but not limited to digital media, posters, pamphlets, and other physical signage to be displayed in the dining hall;
- plan and implement outreach efforts;
- assist the Sustainability Office with event planning, including but not limited to movie screenings, lectures, and campus residencies;
- enhance social media coverage of sustainable dining initiatives;
- write stories or articles for publication;
- collaborate with other sustainability programs, sustainable food interns, and the social media team;
- research and connect with other colleges or universities working on sustainable food initiatives to identify best practices and develop ideas for the Skidmore campus; and
- attend weekly meetings with Dining Services and the Sustainability Office.

Requirements:

- **submission of cover letter, 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.

Interviews will be conducted on a rolling basis. Please submit application materials immediately to:

sustainability@skidmore.edu