

EcoReps Assistant Marketing & Outreach Coordinator Internship

Start/End dates: March 2015 – June 2015 (Extension into summer upon review)

Hours: Approximately 7 to 10 hours per week based on workload and needs of EcoReps Coordinator and Green Greek Coordinator

Reports to: EcoReps Coordinator

Unpaid

Position Description

The EcoReps program's responsibility is to foster a culture of sustainability at UW with focuses in alternative transportation, waste diversion, energy reduction, and water management. The intern will assist in keeping with program organization, group outreach, management of social media and promotion material, participate in program strategy, and assist in the revision of the EcoReps program.

Job Responsibilities

- Attend weekly strategic planning with the EcoReps Coordinator and Green Greek Coordinator.
- Create and manage marketing strategy to improve EcoReps presence on campus.
- Manage EcoReps webpage keeping content up to date.
- Manage and update EcoReps social media sites with upcoming events, meeting times, and project updates as well as expanding its target audience.
- Outreach to other RSOs, campus environmental groups, academic departments, and offices to create lines of communication for project planning and development, and event promotion.
- Assist in the facilitation of monthly Green Tea Party meetings.
- Manage emails, record minutes for EcoReps meetings, and assist in event planning.

Qualifications

Open to full-time students in any grade in good academic standing. Any major may apply with special consideration for Environmental Science, Marketing, or Communications majors.

Skills: Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment; Must have excellent interpersonal skills and follow-up skills; Interact in a professional manner with a wide variety of people; Task/Time management; Can work independently and with others; Proficiency in computer skill with Microsoft Office and Google apps; Experience using Facebook, Twitter, and Instagram; Interest in environmental issues and awareness; Good written and oral communication skills;