SEED EXECUTIVE DIRECTOR

The Executive Director is responsible for leading the HFS SEED (Students Expressing Environmental Dedication) organization to ensure that the mission of SEED is fulfilled. This position focuses on leading SEED’s Executive Board, advocating for the needs of residents as it pertains to sustainability, and collaborating to provide programs, resources, and educational opportunities that promote sustainability.

Roles & Responsibilities Include:

1. Oversee Executive Board Team and individual progress and leadership development.
2. Oversee scheduling and accountability of the Executive Board, including but not limited to scheduling the Executive Board Meeting, overseeing the scheduling of office hours and weekly conversations with individual Executive Board members.
3. Attend weekly 1:1’s with SEED Advisor.
4. Attend weekly 1:1’s with SEED Executive Board members.
5. Hold weekly office hours
6. Attend bi-weekly sustainability committee meetings.
7. Attend programming meetings with other organizations to foster collaborative event and programming. These meeting may be weekly or one time meetings.
8. Lead weekly SEED Executive Board and SEED General Council meetings.
9. Responsible for coordination of the in room compost bin program.
10. Maintain strong working relationships with Housing & Food Services and other UW organizations.
11. Provide oversight for SEED programs & initiatives, including regular signature initiatives, as well as creating new initiatives to foster student engagement around topics related to sustainability.
12. Serve as a resource to other directors, committee chairs, and organizations.
13. Contribute to the cleanliness of SEED’s office.
14. Maintain a good working relationships with the Residential Community Student Association (RCSA), Residential Programming Board, (RPB), and Residential Education Programmers (REP).
15. Organize the election and training of the following year’s spring-elected officers.
16. Maintain and update all onboarding documents
17. Maintain and organize the SEED google drive.
18. Check and moderate SEED email daily.
19. Other duties as assigned.

Preferred Skills:

1. Strong, well rounded verbal and written communication skills.
2. Ability to organize and delegate tasks appropriately.
3. Experience with OR desire to learn public speaking, presentation, and facilitation skills.
4. Desire to learn about sustainability.

Compensation:

New double room with private bath and a level one dining plan