EcoReps Coordinator Position Description

EcoReps is a program led by students for students with the mission to establish sustainability as the core of campus culture. EcoReps is led by 1 paid student intern — the EcoReps Coordinator. As the EcoReps Coordinator for the SDSU Office of Sustainability, you will have the opportunity to advance campus sustainability in many ways while also gaining experience in areas such as project management, professional communications, public speaking and training, peer mentoring and educating, and team building!

Responsibilities:

❖ Train EcoReps as a core group of students to be sustainability leaders. Share educational material and resources. Foster a community within EcoReps through interpersonal communications. Manage EcoReps meetings to present any material, work on projects, and engage in discussion.
❖ Manage campus sustainability tours. Schedule the tours and a tour guide/s.
❖ Manage tour guide training. Meet with EcoReps to practice the tour. Update the script as needed. Provide feedback on training progress.
❖ Ensure the online sustainability tour of SDSU is updated.
❖ Manage or assist in managing events such as: Sustainable Day, Sustainable Shorts, Earth Week, Transportation Day.
❖ Represent the Office of Sustainability and Facilities Services and deliver sustainability presentations to classrooms, organizations, offices, and new staff and faculty orientation.
❖ Build and maintain strong relationships with other campus offices and departments to foster collaboration. Including working with New Student and Parent Programs to incorporate sustainability into their programming such as New Student Orientation. As well as with Housing, where many other EcoReps programs are based from.
❖ Send updates on EcoReps to the Social Media intern to share in the monthly newsletter.
❖ Publish the “Our Sustainable Future” video project.
❖ Apply to grants such as the SSF on behalf of the office and assist in writing them for the University Grants Program.
❖ Support initiatives within the Office of Sustainability as necessary.

*There is opportunity for interns to work on special projects needed by the Office/Facilities Services and other projects with approval.
We are looking for someone motivated, detailed, creative, and very proactive. This candidate should be passionate about sustainability and have at least basic knowledge in the various topics. They enjoy being around people and forming new relationships. The successful candidate will be a team player and be flexible to the needs of the office. *This position has aspects that must be performed on campus (i.e., campus tours, building and cultivating relationships across campus), as well as aspects that can be done remotely.*

The candidate is expected to work about ten to twenty hours a week. The position is paid and can also be used to meet internship requirements, provided it is approved by the program. The application consists of a resume submission and an interview via video calling.

**To apply, please email resumes to sustainable@sdsu.edu by May 20th, 2020.**
Please send any questions to awduncan@sdsu.edu.
To learn about the Office of Sustainability in general, please visit sustainable.sdsu.edu.