

Communication and Outreach coordinator

The Office of Sustainability's mission is to educate staff, faculty, students, alumni and the community at large about the benefits of adopting sustainable practices and behaviors across the institution. To fulfill its purpose, the OS offers a part-time Communication Coordinator position. Candidates are typically graduate students from the School of Communication or the Master in Culture, Environment and Media, but is now open to Juniors and Seniors with good knowledge of Adobe Premiere, Adobe Photoshop and strong writing skills.

Hours: 14 hours per week / \$20/h

Start Date: Aug 28, 2023

Job Description:

The Coordinator will

- Film, edit, and promote short videos to highlight sustainable practices on campus
- Interview students, faculty, and staff who are sustainability role models at UM
- Write short articles on Sustainability at the U, in collaboration with UM communications to be published in news@theu.
- Post pictures on Green U's social media accounts to engage and inform the university community, and increase the listserv, and followers on social media accounts.
- Coordinate and document Green U events on campus (Earth Day, World Water Day, Arbor Day, etc.)

"This job has not only allowed me to practice and improve my environmental communication skills but has given me the opportunity to make valuable connections within the UM community and beyond."

Adam Roberti

Job Requirements

Education:

- Junior, Senior Undergraduate or Graduate Student
- Specializing in Filming, Broadcasting, Journalism. Good knowledge of Social Media marketing

Knowledge, Skills:

- Proficiency in Adobe Premiere
- Good organizational skills, detail oriented, comfortable to work remotely on deliverables.
- Strong written communication skills.
- Ability to work independently and/or in a collaborative environment.

Send your resume and letter of motivation to green@miami.edu