JOB TITLE: Eco-Rep Program Coordinator

DEPARTMENT: Sustainability

ADDRESS: Pulary 114 TELEPHONE: 804-287-1268

SUPERVISOR: Director of Sustainability

JOB SUMMARY: The Eco-Rep Program Coordinator will assist the Director of Sustainability in planning, implementing, and evaluating the Eco-Rep program, a sustainability peer education program. The coordinator will oversee the Eco-Rep outreach program implementation and manage related events.

SPECIFIC DUTIES:
- Manage communications to on-campus Eco-Reps and serve as the point of contact for Eco-Reps to the sustainability office
- Conduct best-practice research for use in Eco-Rep training and event planning
- Develop training materials, web resources, and other Eco-Rep tools
- Assist in event planning related to sustainability challenges
- Create d-flyers and similar signage for events
- Gather data related to event participation and outreach impacts
- Assist in analysis of data gathered during competitions to determine success level of program and to identify areas of opportunity for future endeavors
- Manage Eco-Rep training meetings and the related planning

QUALIFICATIONS:
- Must be a currently enrolled student at the University of Richmond.
- Strong interest in sustainability and communications.
- Comfortable with Excel, Word, and PowerPoint.
- Must be able to exercise independent decision making.
- Must be dependable, creative and able to handle shifting priorities.