

Faculty of Arts & Sciences Green Program, Harvard Office for Sustainability – Green Think Student Coordinator Position

### **About the Harvard Office for Sustainability**

Harvard University has a decades-long commitment to confronting the global challenges of climate change and sustainable development through its research, teaching, and institutional action. The Office for Sustainability (OFS) plays a pivotal role in bringing together students, faculty, and staff to use the campus as a living laboratory for piloting and proving solutions that enhance intergenerational well-being and lead to a fossil fuel-free, sustainable future. Our efforts are driven by a University-wide Sustainability Plan and ambitious climate goals to be fossil fuel-free by 2050 and fossil fuel-neutral by 2026. Visit the Sustainability at Harvard website, <http://www.green.harvard.edu> for more information.

### **Position Summary: Green Think Student Coordinator, Faculty of Arts & Sciences Green Program, Office for Sustainability**

The Faculty of Arts & Sciences (FAS) Green Program is seeking an energetic and enthusiastic matriculated Harvard undergraduate student who is interested in a paid position for the academic year 2020-2021. The Student Coordinator will manage the students of Green Think over the Fall and Spring semesters to plan, develop, and enact change on campus. Green Think is a first-year think tank centered around sustainability and environmentalism on Harvard's campus. Green Think is a decade old initiative to get first-year students involved in sustainability projects on campus, partnering with staff and faculty to enact change. The student coordinator works closely with the first-year students as they experience the full lifecycle of a sustainability project, from brainstorming ideas, to deciding on goals, to the implementation of those goals. In this paid role you will additionally have the opportunity to learn transferable project management skills, develop professional communication strategies, and network with the Harvard community at-large. The student coordinator will report to the Undergraduate Education and Outreach Coordinator. The number of hours per week for this position varies between 4-6hrs per week, but often the student coordinator can set their own schedule and do the work when it suits them. Start and end time of the contract is also flexible.

### **Responsibilities may include:**

- Develop and design educational resources, write stories, and create content
- Perform background research, benchmarking, and/or data entry projects and reports.
- Manage a team of first-year students.
- Develop/modify materials (promotional flyers, applications) to fundraise for sustainability projects.
- Engage the community through “tabling” and other outreach.

### **Qualifications:**

- Must be able to work independently and collaboratively.
- Ability to manage projects from inception through completion.
- Must be able to work in a fast-paced, continually adapting professional work environment.

- Attention to detail and excellent presentation, writing and editing skills.
- Comfort using Microsoft Office (Word, Excel, PowerPoint) is required.
- Experience planning and executing events is preferred.

Compensation: \$13/hr

Location: Vanserg Hall

To apply: Please send a cover letter and resume to: [christiana\\_akins@harvard.edu](mailto:christiana_akins@harvard.edu) with the email subject line "Green Think Student Coordinator 2020-2021."