

**Position:** Sustainability Communications and Outreach Student Assistant (32h/week in summer, 20h/week during academic year)

**Location:** Office of Planning & Sustainability, Beach Building Services at CSULB

**Job Description:** The Sustainability Communications and Outreach Student Assistant will have a unique opportunity to contribute to making CSULB more environmentally, economically, and socially responsible while helping to raise awareness about the exciting sustainability programs, policies, and initiatives that already exist here at the Beach! The intern will work under the supervision and mentorship of the Sustainability Coordinator to perform the following tasks:

- Assist with the creation of outreach and communications materials to promote and highlight sustainability programs, projects, and achievements at CSULB (including website content, press releases, monthly newsletters, videos, social media content, printed promotional materials, presentations, and reports)
- Manage daily social media presence with a focus on building a strong sustainability community at CSULB
- Assist in the coordination of campus sustainability events and activities and help support sustainability efforts of student groups, clubs, and class projects

**Minimum Qualifications:**

- Undergraduate or Graduate student from any major who has a strong interest in sustainability issues
- Very strong written and verbal communication skills
- Familiarity with social media platforms (i.e. Facebook, Twitter, Instagram, YouTube, etc.)
- Strong computer proficiency and familiarity with other office equipment (i.e. printers, copiers, scanners, fax machines)
- Professional demeanor and positive attitude
- Strong organizational and time management skills
- Proficiency with MS Word, Excel, PowerPoint
- Minimum GPA of 2.5

**Additional Qualifications (preferred but not required):**

- Familiarity with graphic design software (such as Adobe InDesign, Illustrator, or Photoshop)
- Prior experience working with a sustainability related organization or group (including volunteer work)
- Prior involvement in campus clubs, organizations, committees and/or Associated Students, Inc.
- Familiarity with video editing software (such as iMovie or Final Cut)
- Experience blogging, managing social media outreach, tweeting, etc.

**How to apply:** Submit a resume and one-page cover letter to [Sustainability@csulb.edu](mailto:Sustainability@csulb.edu). The cover letter should highlight your strengths and your interest in the position and describe what you hope to gain from the experience. Please include your GPA and hours of availability in your cover letter.

**Interviews & Start Date:**

We plan to begin interviewing candidates in mid-May and hope to have someone start in June.