



Washington University in St. Louis

Climate Outreach Coordinator

<http://jobs.wustl.edu> (Job ID 45278)

Position Summary

This is for a term-limited position of up to 12-months, to support a range of activities supported by Bloomberg Philanthropies. The Outreach Coordinator will play a key role planning and hosting the Spring 2020 Midwest Collegiate Climate Summit and a Fall 2019 St. Louis regional cross-sector forum on climate change. The Outreach Coordinator will lead outreach to partner organizations and potential attendees at both events to build relationships, secure attendance, coordinate logistics, and tailor the programs to partner needs. The Outreach Coordinator will also serve as a point of contact for registrants. The Outreach Coordinator will collaborate with communications staff in multiple departments to coordinate communications for both events, including emails, newsletters, website, print materials, and event signage.

Key Responsibilities

- 1. Primary responsibility will be assisting in the planning and implementation of the Midwest Collegiate Climate Summit.** Working with internal campus partners, other institutions, and local partners, the Outreach Coordinator will support the Summit Planning Committee by convening meetings, working to refine the program and schedule for the events, developing draft agendas, and following up on needed actions. The Coordinator will serve as a central resource to coordinate event details, including logistics, speaker outreach, event communications, registration, and more. The Coordinator will ensure the Summit runs smoothly and troubleshoot any issues that may arise prior to and during the events. The Coordinator will also be tasked with coordinating Summit follow-up activities, with guidance from the Summit Planning Committee, which lay the foundation for longer-term partnerships.
- 2. Assist in planning and hosting a St. Louis regional cross-sector forum on climate change.** Work with the Grant Implementation Committee to develop a vision for the forum, oversee event logistics, coordinate speaker travel, manage invitations and RSVPs, and develop meeting materials. The Coordinator will ensure the cross-sector forum runs smoothly and troubleshoot any issues that may arise prior to and during the events. The Coordinator will also be tasked with coordinating follow-up activities, with guidance from the Grant Implementation Committee, which lay the foundation for longer-term partnerships.
- 3. Work as part of Washington University team and in partnerships with local organizations to effectively communicate programs and initiatives related to energy efficiency, renewable energy, and climate-related efforts with the City of St. Louis, OneSTL, and other partners.** Programs will include a residential solar group-buy (Grow Solar St. Louis), a commercial solar group-buy, a utility-scale renewable energy group procurement, as well as a range of energy efficiency programs. Leverage the Summit and the cross-sector forum to amplify these programs. Assist in organizing meetings, drafting materials, following up with partners and working with vendors on production of final materials.
- 4. Perform other duties as assigned.**

Required Qualifications

- Bachelor's degree and 1 year of experience involving managing complex projects, marketing, communications, and/or event planning or high school and 4 years of experience.
- Experience writing and editing print, web, and social media materials, communicating advanced topics to diverse stakeholders and consumers.
- Working knowledge of climate change, energy efficiency, and renewable energy.
- Ability to independently create high quality communications/marketing materials.
- Required proficiency with Microsoft Office products, content management systems, Mac/PC systems, and Adobe Creative Suite products.
- Ability to travel to on- and off-campus meetings.

Preferred Qualifications

- Ideal candidate will have experience planning and hosting high profile events, experience with executive communication, and multi-stakeholder collaborations.
- Prior experience in an academic setting working with faculty, administrators, and students.
- Excellent team and service orientation with proven oral and written communication skills.
- High degree of attention to detail to ensure the delivery of events of the highest caliber.
- Ability to manage multiple complex projects on different timelines with many stakeholders.
- Ideal candidate will have proven ability to work with a diverse group of cross-sector stakeholders, as well as higher education stakeholders, including executive leaders, faculty, staff, and students.
- Excellent problem-solving ability.
- Capable of identifying and effectively utilizing available resources to drive high-quality outcomes.
- Demonstrated sensitivity, knowledge, and skills for navigating issues of power, privilege, identity, racial equity, and cultural humility.
- Calm and solutions-oriented in high-pressure situations.

Compensation

The hiring range for this position is \$19.18 - \$24.47 per hour.

This position is eligible for full-time benefits. Please click the following link to view a summary of benefits:

<https://wustl.box.com/s/8wkhs25yssf0775x9d6nd6vqa7obpth7>

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