



Leiden University
Green Office



Are you passionate about sustainability? Do you see opportunities to make Leiden University more sustainable? Are you able to inspire, engage and empower students and staff to cooperate? This is your chance to contribute!

The Leiden University Green Office and Green Keys are the platform within the university where students and employees shape and execute innovative sustainable ideas. LUGO/GK make Leiden University more sustainable by contributing to the reduction of its ecological footprint. Furthermore we create awareness about sustainability amongst students and staff by organising events and workshops.

We are hiring!

1 LUGO Manager (18 hours weekly – paid function)

4 LUGO Coordinators (12 hours weekly – paid function)

We are looking for one LUGO Manager and three LUGO Coordinators that will work together in our team on several topics:

The LUGO manager is responsible for the overall coordination and support of the team and its activities. Furthermore the manager maintains relationships with external contacts, pursues the vision, strategy and goals of LUGO and is the face of the organisation. Also the manager supports the other coordinators with their tasks.

The Communications coordinator promotes the team among students and staff to ensure that we can really become the sustainability platform within the university. This coordinator is in charge of external emails, social media, the website, visibility in the faculties and managing of the media team. You will also create posters, flyers etc. to display within the university or at our events.

The Student Community coordinator aims to encourage the involvement of students in sustainability at the university by organizing various events. For example, our monthly lunch lectures in collaboration with study associations, and the yearly Sustainability Week and symposium.

The Engagement coordinator focuses on the social/political side of the university by staying in contact with the University Council and student assessors. You will also be in close contact with

students to hear from students issues that are important and that can serve as input for the rest of the team.

The Operations coordinator focuses on making changes within the University, such as optimizing the recycling system and looking at energy-saving options, for example switching off lights automatically. You will be in close contact with parties within the University to make these changes happen.

Profile:

- You are an enthusiastic, out-of-the-box thinker with a passion for sustainability. You love to take initiative and work in a small team with no nine-to-five mentality. You have experience with extracurricular activities;
- If applying for the communication coordinator function you are familiar with using WordPress and designing posters etc
- You have good social skills and are able to mobilize people and keep them involved while dealing with organizational sensitivity;
- You work well in a team;
- You enjoy initiating new projects and strategies, implementing these, and communicating about them to students and staff. You are capable of building a network to empower staff and students to contribute to the sustainable development of Leiden University;
- You are a student at Leiden University;
- You are fluent in English.

What we offer:

- An opportunity to develop and show leadership and initiative;
- An opportunity to gain professional experience and personal development;
- Trainings offered by rootAbility (the founding organisation of Green Offices);
- A great network with all the Green Offices in Europe with the possibility of attending the European Green Office Summit once a year
- Professional support from staff members;
- A chance to get immersed in the matter of practical sustainability;
- A well-equipped office in the centre of Leiden & in The Hague;
- For the LUGO manager: A monthly reimbursement of approximately € 600,-. For the LUGO coordinators: A monthly reimbursement of approximately € 350,-. You will be hired for 6 months with possibility of extension for another 6 months (you will be hired as student-assistant).

Are you interested? Please send your CV and motivation letter to:

manager@leidenuniversitygreenoffice.nl

Explicitly motivate your affinity with sustainability and clearly state your preferences for a specific coordinator role. Please don't exceed 2MBs in your email attachments. Make sure your CV does not exceed two pages and your letter of motivation does not exceed one page.

The interviews will be scheduled beginning of January.

