

Leiden University Green Office in Leiden: Committee!



**Universiteit
Leiden**



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 is the platform within the university where students and employees shape and execute innovative sustainable ideas. LUGO tries to make Leiden University more sustainable by contributing to the reduction of its ecological footprint. Furthermore they create awareness about sustainability amongst students and staff.

Wanted:

- Administration officer**
- Brand manager**
- Research officer**
- Project manager**

The Administration officer will keep a protocol of committee meetings to ensure that other committee members do not lose track of LUGO's planning. The position requires to be responsible for making to-do lists and organizing the Google drive. Most importantly, you will be in close contact with the Leiden Community Coordinator.

The Brand Manager will be responsible to help represent LUGO during promotion events. Your main aim is to increase the visibility of LUGO in Leiden and make people familiar with LUGO and the aims of the organization. Most importantly, you will be in close contact with the Marketing and Outreach Coordinator and Online Communication Coordinator, where you will be involved with the creation of promotional material both online and offline.

The Research Officer will provide theoretical information for the planning of events. This will entail researching technical aspects (facts and figures) about sustainability, which can be used in events. Most importantly, your main task will be to find potential speakers or workshop opportunities. The research officer is also involved in the process of the idea creation of future events, alongside with the Project Manager and the Leiden Community Coordinator.

The Project Manager will provide logistical aid for the planning and set up of events. The project manager has to think about time management and other organisational planning needed. The position also includes helping the Online Communication Coordinator with the writing of the descriptions of the events for the newsletter and Facebook page.

Besides the allocated positions, all committee members are expected to help at bigger events organized by LUGO such as:

- The Day of Sustainability (October 10th, 2019)
- Sustainability Week (one week in February 2019)

All positions require 2-4 hours/week. There is no monetary compensation for the position. This team will be situated solemnly in Leiden. All positions will be hired for 1 year.

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. Experience with extracurricular activities and/or wordpress is a plus;
- 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 or staff member 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;
- 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

Are you interested? Please send your CV and motivation letter to community@leidenuniversitygreenoffice.nl. Explicitly motivate your affinity with sustainability and clearly state your preferences for a specific committee role. Also state your availability for the interview. 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.

Time schedule:

Closing date vacancy: 18th of September, 2019 (23.59)

Introduction time and starting date: 23rd of September, 2019 (17:00, Leiden Green Office)

We hope to see you soon!

Please check out our Facebook:

www.facebook.com/leidenuniversitygreenoffice/

Leiden University Environmental Policy:

www.universiteitleiden.nl/en/dossiers/the-sustainable-university/environmental-plan