



Community Offline Coordinator

Job description

As the Offline Community Coordinator you need to be a people person. You will be working with a variety of partners like staff and students of the university but also with external parties such as companies and the Green Business Club. This position requires curiosity, open mindedness and pro-activity and consists both administrative tasks and meetings and networking. You will be responsible for creating and maintaining the large Green Office community, notably the recruitment of our volunteers. Also, you're responsible for running our Circular Office Supplies team in collaboration with the Green Business Club.

As an offline community coordinator you have/are:

- Great communications skills and the ability to make people engage
- Structured, organized and reliable as well as creative, fun and flexible
- The ability to behave and adapt yourself to different situations, from a student association to a professional environment
- Passion for sustainability, affinity with CSR

Some tasks of the offline community coordinator are:

- Running Team Events and Team Community as well as the Circular Office Supplies Team together with the Green Business Club
- Recruitment of all team members
- Engage staff and a large number of students with sustainability
- Organization of Workshops with sustainability directors