



Community Online/Marketing

Job description

As the Online Community Coordinator you will be responsible for the online marketing of the Green Office VU. This means you will have to coordinate our social media channels, such as Facebook, Twitter, LinkedIn and Instagram on a daily basis and be responsible for our newsletter, promotional material and the website. Long-term planning such as adapting the communication strategy and reaching out to other organisations are your tasks. Team Media is the team you're leading and that supports you. As the Online Community Coordinator you will work closely with the other GO coordinators to promote their activities, but you will also have close contact with the communication department of the VU.

The main goals of the portfolio are to reach a bigger audience for the GO.VU and to increase awareness about sustainability-related topics online. To achieve these goals you should use your creativity, especially since we have a no-printing policy.

As an online community coordinator you have/are:

- Creative and enjoy writing and designing promotional material
- Structured, organized and flexible, good communication skills
- A team player and not afraid to remind your team of deadlines
- Interested in sustainability
- Ideally familiar with Wordpress, Photoshop and Indesign
- Fluent in English and good written expression

If you don't comply with all these skills, that's not a problem. The Green Office is also a place to develop skills and learn.