

# WE ARE HIRING!

## Wanted: Portfolio Coordinators

### What do we do?

The Green Office VU (GO.VU) is the student-led sustainability platform at the VU Amsterdam. The GO.VU incorporates sustainability into the Vrije Universiteit by working on four portfolios: Education, Research, Campus and Community.

Portfolios are managed by coordinators: The Education and Research portfolio by one, the Campus and the Community portfolio by two coordinators. Furthermore, Member Teams support the portfolios. Read more about the teams by clicking [here](#).

### Who are we looking for?

We are looking for three new coordinators: **Campus internal**, **Community Offline** and **Community Online/Marketing**. As a coordinator, you are a team player and support your colleagues while also playing an individual leading role for the Member Team that you coordinate. Portfolio coordinators set up

campaigns and projects and approach people and organizations. You are able to work on multiple projects at the same time and you contribute where needed. This job asks a lot of commitment and passion and you receive compensation for about half of the working hours.

For more specific information on each of the vacant positions, we would like to refer you to the portfolio coordinator pages. Click here for Campus internal, Community Online and Offline.

### What do we ask?

- Available from January 2018 – December 2018 for 20hrs/week
- Available in December 2017 to follow several training sessions
- Enrolled at VU Amsterdam (if not, please contact the manager before applying)
- Interested in sustainability and open to development in this area
- Fluency in English
- Hands on mentality: responsible, professional and self-motivated
- Team player but also individually strong

## What do we offer?

- A challenging learning and working environment where you will work in a dynamic team with both students and staff
- The possibility to develop skills in the area of sustainability, leadership and teamwork
- To be part of a large professional organization
- A unique resume experience
- Salary is based on the CAO-regulations of the VU. The amounts depends on the stage of your Bachelor/Master

## How do you apply?

Interested? Please send an email to [info@greenofficevu.nl](mailto:info@greenofficevu.nl) with the following attachments:

- Your CV;
- Letter of application: short motivation and description of your interest in sustainability and what you can contribute to the GO.VU as Coordinator.

### Important dates:

- November 17: application deadline
- November 20 - 22: job interviews
- November 29: selection

Have you been selected? Please keep in mind that we will organize some training sessions in December to prepare you for the position.

Visit [www.greenofficevu.nl](http://www.greenofficevu.nl) for more information or drop by our office!



## **Campus internal**

Do you ever walk on campus thinking ‘why’? Do you usually approach problems thinking ‘why not’? Then the Green Office VU is looking for you!

As the Campus coordinator you have knowledge of a wide range of sustainability topics in relation to policy and operations. You’ll be working in a professional environment with external and internal partners of the VU and all of them will have different backgrounds in the field. Be open minded and don’t hesitate to enlarge your knowledge when necessary. The job contains both administrative work as well as meetings, negotiating and networking. A big plus about working at the GO.VU is that everyone gets their own space to discover what they like to do and focus on.

Some of the tasks of the Campus internal coordinator:

- Run projects focused on implementing sustainability on the VU campus
- Work together with the procurement department of the VU and implement sustainability in the new contracts of the VU’s distributors
- Create and maintain a network with the different facility partners at the VU
- Coordinate and run the Foodhub together with a small team
- Coordinate a team of volunteers

As the Campus coordinator you are/have:

- Profound knowledge of different aspects of sustainability; or good at gaining knowledge quickly
- Strong negotiating and good networking skills
- Structured and organized
- Fluently in English and good understanding of Dutch

## **Community offline**

As the Offline Community Coordinator you need to be a people person. You will be working with a variety of partners. Indeed, you will work with 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. The job contains both administrative work like 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
- Passion for sustainability, affinity with CSR
- Creative, fun and flexible
- The ability to make people engage
- The ability to behave and adapt yourself in different situations, from a student association to a professional environment
- Structured, organized and reliable

Some tasks of the offline community coordinator are:

- Running Team Events and Team Community
- Recruitment of all team members
- Running the Circular Office Supplies Team together with the Green Business Club.
- Constantly try to engage staff and a large number of students with Sustainability.
- Organization of Workshops with sustainability directors (Unilever, Nespresso, etc...)

## **Community Online/Marketing**

As the Online Community Coordinator you will be responsible for the online marketing of the Green Office. This means you will have to coordinate all social media channels, such as Facebook, Twitter, LinkedIn and Instagram on a daily basis. You will be responsible for our monthly newsletter, design promotional material and maintain the website. Team Media is the team you're leading and that supports you. Also, long-term planning such as adapting the communication strategy form part of this job as well as reaching out to other organisations and groups. As the Online Community Coordinator you will work closely together with the other Green Office coordinators in order to promote the activities they have planned, 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. These goals can be achieved in many ways, which enables you to use your creativity. Since we have a no-printing policy you will be challenged to use creative ways to attract new people to the Green Office.

As an online community coordinator you have/are:

- Creative and like to write and produce content and promotional material
- Structured, organized and flexible at the same time, good communication skills
- A team player and not afraid to remind your team of deadlines
- Interested in sustainability (you will have to write and read blogs/papers on sustainability);
- Ideally familiar with Wordpress, Photoshop and Indesign, social media management
- 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.