



**Green Office Utrecht is currently looking for a
Student employee: Marketing & Outreach Coordinator
for 12 hours per week, starting Feb 25th, 2019**

Green Office Utrecht (GOU) is Utrecht University's platform where sustainable ideas are shaped, plans are put together, and projects are launched, all with the objective to make the university more sustainable. It is the central hub where fresh minds and hands come together to support Utrecht University's sustainable development. Green Office Utrecht makes the university's policy tangible in the everyday reality of its students and staff members by informing them, involving them and empowering them to act.

As one of the two student employees handling communications, you are responsible for creating a community around sustainability. This community is reached both through our online channels as well as through offline activities such as information markets. Offline communications are the responsibility of the Marketing & Outreach Coordinator. You will be focusing on finding ways to engage with staff and students and make them familiar with the Green Office, while simultaneously maintaining the enthusiasm of our current community.

Your tasks include:

- Coordinating the Green Office's presence at university markets and events (such as UIT and the international orientation day) and coming up with interesting ways to attract people to our stand;
- Developing and coordinating the Green Office on Tour program; this includes coming up with cool marketing stunts that we can do with our 'bakfiets';
- Growing our community by developing and facilitating workshops and lectures for staff and students;
- Thinking of other strategies to promote GOU among staff and members on campus;
- Doing research on useful and sustainable promo gadget ideas and realizing one of them;
- Being responsible for the production of GOU offline visuals, such as posters and flyers;
- Coordinating a committee dedicated to the visibility of the GOU.

Your profile:

- You are a student at UU or recently graduated (no longer than one year ago);
- You have a good eye for visuals and a creative mind;
- You have a fresh writing style, enjoy public speaking and getting people interested in the Green Office;
- You recognize yourself in the profile of an assertive, flexible, enthusiastic, and independent out-of-the-box thinker with a passion for sustainability;
- Fluency in Dutch is mandatory.

You will be working within a small, young and enthusiastic team. There is plenty of room for your own initiatives and you will be properly supervised. The duration of the contract is one year, with a possible extension of one more year, and we provide a salary of about 350 euros bruto per month.

Are you interested? Please send your CV and motivation letter to George Parsons (greenoffice@uu.nl) before Friday February 15. Questions are also welcome.