JOB POSITION

Position Title
Office for Sustainability EcoMug Program Coordinator

General Summary
The Office for Sustainability (OfS) is seeking a student to assist in coordinating WMU’s EcoMug program. The EcoMug Program Coordinator will be responsible for the purchase, marketing, promotion and annual distribution of EcoMugs and EcoJugs. Additionally the EcoMug Program Coordinator will help build recognition and awareness for the EcoMug Program while establishing and maintaining relationships with current program participants and sponsors.

Major Duties
- Represent the EcoMug Program and promote the Office for Sustainability.
- Assist in the implementation and marketing strategy and activities to increase participation in the EcoMug program.
- Maintain product inventory and determine purchasing requirements annually.
- Manage opportunities to secure new EcoMug participants and sponsors.
- Assist in the development, proofing and distribution of EcoMug promotional materials.
- Coordinate the distribution to EcoMugs and EcoJugs to all new students.

Minimum Qualifications
- Strong oral and written communication skills
- Enjoy working with others
- Outgoing, enthusiastic and great positive energy
- Self motivated and capable of working independently
- Ability to approach potential participants and sponsors
- Ability to market a product

Desired Qualifications
- Marketing or Public Relations background
- Personal commitment to sustainability

To Apply
1. Complete the application (including writing samples) found at http://wwwwmich.edu/sustainability/opportunities/jobs
2. Email applications to wmu-sustainability@wmich.edu or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.

Closing Date: open until filled

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.