Leiden University Green Office is hiring!

**Operations Coordinator (8 hours)**
**Community Coordinator (8 hours)**
**Online Communication Coordinator (8 hours)**

Are you passionate about sustainability? Do you see opportunities to make Leiden University more sustainable? Are you able to inspire, engage and empower students and staff? This is your chance to contribute!

The Leiden University Green Office is a platform consisting of 6 student coordinators and an employee manager within the university where students and employees shape and execute innovative sustainable ideas. As part of the university's Administration and Central Services department, LUGO's missions are (1) to create awareness about sustainability among students and staff and (2) to reduce the university's ecological footprint. To make a change, LUGO aims to achieve concrete sub-goals (e.g., getting the university free of disposable plastic bottles) within an academic year. We also have specific events that we organise every year, for example the day of sustainability in higher education in the Netherlands (10/10).

**Your profile:**
- You are passionate about sustainability and can take initiative;
- You have good social skills and are able to mobilise and engage people;
- You are capable of building a network to empower staff and students to contribute to Leiden University’s sustainability transition;
- You are willing to work both in Leiden and The Hague;
- You are a student at Leiden University;
- You have a good command of English.
All positions require 8 hours/week, but during busy periods (such as during orientation weeks) extra hours will be expected. Those hours can be compensated in less busy weeks. You will be initially given a two-month contract, with a possible extension of ten months after a positive evaluation. Furthermore, team members will be expected to come to meetings/work both in LUGO’s offices in Leiden and in The Hague. Travel time will not be included in working hours, but travel costs will be reimbursed.

**What we offer:**
- An opportunity for personal and professional development and to show initiative;
- An opportunity to gain professional experience in the area of sustainability;
- Being part of a motivated team;
- Professional support from staff members;
- A chance to get immersed in the matter of practical sustainability;
- A gross monthly salary of €503 and 5 weeks of paid leave based on the 8 hours per week;
- The chance to see how sustainable projects develop, from start to finish!

**Are you interested?** Please send your CV and motivation letter in PDF format to administration@lugo.leidenuniv.nl. Explicitly mention your affinity with sustainability and clearly state your preference for a specific coordinator role, and why this role suits you. Also, indicate your availability for the online interview. Make sure your CV does not exceed two pages and your letter of motivation does not exceed one page. For any questions about the application process or the coordinator roles, please contact the email address mentioned above.

**Time schedule:** **Closing date vacancy:** 26th May 2020, 23:59. **Dates for the interviews:** 2nd, 3rd, and 4th of June 2020 on MS Teams, please indicate a preference in your application. **Introduction time:** first two weeks of August 2020. **Starting date:** 1st of August 2020.
Open Coordinator Positions (x3)

1) The Operations Coordinator is responsible for fostering concrete, sustainable changes at Leiden University, for example meat reduction in the cafeterias. This position focuses on networking with the university’s staff, for example the structural meetings with the Universitair Facilitair Bedrijf (UFB) and the ICT Shared Service Centre (ISSC). For this role, you are expected to cooperate with the different university departments. You will have to think in terms of solutions, and communicate your ideas through policy proposals. After an initial period of 6 months, the Operations Coordinator will be assigned the position of the Strategy Coordinator. The Strategy Coordinator will focus on the larger changes within the university, e.g. by looking at the ways in which sustainability can be incorporated into the Bachelor and Master curriculums. Amongst other things, the Strategy Coordinator will focus on contributing to the university’s institutional plan and the university’s sustainability vision.

The Operations Coordinator will have tasks such as:
- representing LUGO in meetings with university departments;
- doing research on and developing ideas for concrete, sustainable changes within the university;
- writing policy proposals;
- execute those proposals together with the university staff and the other LUGO coordinators.

Your profile:
- you speak Dutch fluently and have a good command of English;
- you can network and negotiate;
- you can come up with creative ways to promote sustainability;
- you have good writing and organisational skills.
2) **The Community Coordinator** is responsible for fostering a sustainability community at Leiden University. This position will be in charge of the LUGO volunteer committee. Together with the committee members, you will organise events and information-stands that help to increase awareness of sustainability and contribute to making Leiden University more sustainable. Additionally, you will organise LUGO’s activities during the day of sustainability (10/10) and represent LUGO at university-organised fairs. For this role, you are expected to cooperate with the Marketing and Outreach Coordinator in order to involve students and staff in the process of achieving LUGO’s ambitions.

**The Community Coordinator will have tasks such as:**
- being in charge of the LUGO committee;
- coordinating LUGO’s presence at the orientation weeks in Leiden;
- coordinate the events for the day of sustainability (10/10);
- work together with the marketing and outreach coordinator

**Your profile:**
- you have a good command of English (preferably also Dutch);
- you enjoy supervising a committee of talented, excited students;
- you can negotiate with external parties;
- you have good organisational and interpersonal skills.
3) The Online Communication Coordinator is responsible for the online communication of LUGO. You are expected to maintain our website and social media (Instagram, Facebook, Twitter, and LinkedIn), write our monthly newsletter, and come up with communicative strategies to reach as many students and staff of Leiden University as possible. For this role, you are expected to easily reach out to people and to identify and respond to societal sensitivities.

The Online Communication Coordinator will have tasks such as:
- maintaining the website;
- maintaining the social media;
- writing our monthly newsletter;
- formulating communicative strategies.

Your profile:
- you have a very good command of both oral and written English (preferably also Dutch);
- you are able to write both professionally and creatively;
- you are able to think in terms of strategic communication;
- you have experience with Canva, InDesign, MailChimp;
- you have experience with managing a website (an advantage);
- you have good organisational skills.

We hope to see you soon!