

The Center for Environmental Justice and Sustainability (CEJS) is looking for two Student Program Assistant and Communications Coordinators for the academic year 2024-2025. This is a PAID position!

Position Description:

- Edit CEJS website content, manage social media, and create newsletters
- Develop graphics, signage, flyers related to sustainability
- Assist in coordination and promotion of sustainability events on campus
- Network with student clubs to create/advance partnerships for sustainability initiatives at SU
- Assist in collecting and analyzing data for SU's Greenhouse Gas Emissions inventory and STARS (Sustainable Tracking Assessment and Rating System)
- Assist in research projects and provide support to the work of SU's Laudato Si Action Platform (SU's sustainability commitment and goals)

Minimum Job Qualifications:

Seattle University student with proficiency in Excel; experience in research and data analysis; an understanding of strategic communications; and an interest in event coordination and campus outreach. Strong interest in advancing environmental justice and sustainability at SeattleU.

Desired: Advanced knowledge of Adobe InDesign/Illustrator/Photoshop. Video editing skills: iMovie, Adobe Premier

Duration: September 30, 2024-June 6, 2025

Hours per week: 8-10 hrs/week

Salary Level: \$19.97/hr

Application deadline: Tuesday, May 28, 2024

To apply for the internship, please send a resume and 1-page cover letter describing your interest and qualifications to Yolanda Cieters, cietersy@seattleu.edu. Please ensure that your email subject heading indicates "CEJS Internship application: Student Program Assistant and Communications Coordinator position 2024-2025" or apply on Handshake [here](#).