

Oberlin EnviroAlums

Alumni Network and Resource Development Fellow

Term: average of 5 hrs/week (variable over the semester)

Compensation: \$13.5/hr

About EnviroAlums

EnviroAlums is an Oberlin Alumni Association Affiliate Group formed in 2002. It is comprised of alumni who are passionate about environmental, social, and economic dimensions of sustainability and resilience and who seek to improve Oberlin College, the larger Oberlin community, and the broader world by empowering students. EnviroAlums promotes communication, education, and thoughtful action. For current Oberlin students it provides: funding to those who are working in the Oberlin community; mentorships and connections to alumni who work in the sustainability field; and internship opportunities for students who are seeking real world experience. Its activities are managed by a 14-member Steering Committee.

www.oberlin.edu/alumni-association/groups/enviro

Position Description

The Alumni Network and Resource Development Fellow position coordinates efforts among EnviroAlums, Environmental Studies, the Oberlin Alumni Office, the Career Development Center and student environmental initiatives. Key functions of the position include:

1. *Membership management:* The fellow will assist EnviroAlums in managing, growing and activating its membership base. This includes encouraging and assisting alums in participating in existing Career Development alumni resource systems including Wisr, LinkedIn and Handshake.
2. *Campus communication:* The fellow will organize and promote opportunities and activities that EnviroAlums sponsors among Oberlin students. In particular, the fellow will play a key role in coordinating Careers in the Environment Event events. The fellow will likewise help to promote EnviroAlums fellowship opportunities.
3. *Membership communication:* The fellow will produce and edit a brief email newsletter that keeps EnviroAlum membership apprised of sustainability-related initiatives and activities occurring on campus. This likewise includes posting to EnviroAlums Facebook and LinkedIn Groups.

The fellow will report directly to a faculty advisor (Cindy Frantz for 23/24), who serves as a campus representative for EnviroAlums, and to an additional member of the EnviroAlums steering committee. The fellow will also work closely with the Chair of EnviroAlums, the Co-Chair and committee leadership.

Qualifications

We are looking for a fellow who will begin late spring '24 and be available to continue in the position during the '24-'25 school year. The ideal candidate is currently a 2nd or 3rd year student who is already deeply engaged in environmental initiatives at Oberlin -- for example as

a member of the Green Edge Fund, AJLC Worker, student environmental organizations such as Sunrise Oberlin etc. We are looking for a student who can demonstrate the capacity for:

1. *Independent work*: the ideal candidate will be able to define an effective strategy for achieving the objectives, develop a work plan and timeline, seek input and feedback, and then effectively implement projects with minimal supervision.
2. *Communication*: the fellow will be adept at verbal and written communications including in-person, via phone, video conference, social media, and email, in order to interact with college staff members, alumni, and students.
3. *Environmental Studies*: while being an ENVS major is not required, the ability to work closely with ES students and faculty is important.
4. *Interpersonal & Networking skills*: the candidate should desire and enjoy meeting new people, learning about their backgrounds and experience, making connections and building the capacity of the EnviroAlums network in order to benefit Oberlin students.
5. *Availability*: candidates should be available for the requisite time (0-10hrs/week) during the normal semester.
6. *Etc*: Additional qualities sought include a genuine desire to learn, a positive attitude, and a healthy sense of humor.

Application

To apply, send a resume and cover letter explaining the nature of your interest and qualifications to cindy.frantz@oberlin.edu. Please put *EnviroAlums Fellow Application* in the subject line. Applications will be reviewed as received. The application deadline is April 8th, 2024.