

Job student (8h/week) Community Coordinator Green Office for KU Leuven

Sustainability Office – Green Office for KU Leuven // August 2022 – June 2023 // 8h

Green Office for KU Leuven

As a Sustainability Hub, the Green Office for KU Leuven connects and strengthens sustainable initiatives, projects and ideas within the KU Leuven Community and beyond. We ensure that students find their way within the existing sustainability landscape, that like-minded people can meet and complement each other, so that we can build a more sustainable university and future together. We're open to ideas, questions, knowledge exchange, project proposals and collaborations from all possible directions that are in line with our own objectives. The Green Office is **an organization lead by students, supported by and working closely together with the Sustainability Office of KU Leuven, LOKO and Stura.** With a number of seats on the Sustainability Council, we are **also involved in the Sustainability Policy of KU Leuven.**

This academic year we reconsidered our vision, mission and goals. We built a new structure and are now **looking for proactive, strong candidate job students** who are open to a challenge, who want to learn by trial and error, love to network and actively look for opportunities and strategically embed sustainability into the lives of our students and university.

Working at the Green Office is not your regular student job. From the start you get to work very autonomously. You get great independence and responsibility in doing your job, you learn a lot of skills that you would otherwise only learn in your post-student work life.

Community Coordinator (8h/week)

You will further expand the Green Office together with the team of coordinating job students and a team of enthusiastic volunteers. As a Community Coordinator, **your main goal is to broaden the scope of the Green Office.** You **build a network within the student community** (LOKO, student organizations) and, together with the Coordinator of the Green Office, you are a **point of contact for external non-profit organizations.** In addition, you are **the person who connects students, staff, academics and other partners with each other.**

Internally, in addition to being a team player, **you are co-coach of the operational team of volunteers.** You support them where necessary with information and guidance in the field of organization and you **ensure a good team spirit!**

As a job student, you work **8 hours a week** for the Green Office. The range of duties requires a **flexible arrangement of these hours**, compatible with your classes and schoolwork. We expect to see your passion for sustainability (in the broad sense of the word) reflected in your job. In addition

to your working hours, you have to be willing to **spend some of your free time** on weekly team meetings and team building activities throughout the year.

Your profile:

- You are a KU Leuven (association) student in the academic year 2022-2023
- You are actively interested in sustainability
- You are proactive
- You see opportunities, seize them and act on them
- You are a strategic thinker
- You are honest and transparent
- You are a teamplayer
- You like networking
- You can organize and coordinate
- You like the idea of coaching, and you would like to develop this skill
- You have a level C1 in Dutch language and can express yourself clearly in English (speaking and writing)

Plus points:

- You are available for 2 to 3 weeks in August to get initiated in the Green Office and prepare for the start of the academic year (other availabilities can be discussed)
- You are available between September 12 and 23 for a few start-up days and a full-/part-time start-up week before the start of the academic year

What will you do?

- Together with the rest of the coordinating team, you are the voice and face of the Green Office. In concrete terms, this means, for example, that you make various auditorium visits at the start of the academic year and man information stands at the Orientation Days and Student Welcome to promote the Green Office.
- You actively contribute to the weekly team meetings
- Together with the other coordinating members you coordinate, support and coach the operational team of voluntary members.
- - You proactively plan meetings with other students, student organizations and external partners that are relevant within the Sustainability theme, your goal being to get sustainability on their agenda.
- You attend relevant meetings, organized by LOKO (build the network)
- You actively look for ways to get sustainable events on the agenda of student associations
- You are actively involved in getting sustainability higher on LOKO's agenda (e.g. in the organization of their own events)
- You connect students, staff, academics, external partners who can strengthen (or need) each other).
- You have a look at external questions, proposals, ... that come in to the Green Office, deal with them and/or start working on them with the Green Office team.

What does the Green Office offer you?

A job at the Green Office is not your regular student job. It is a job that gives you a hint of what real work life can be like. At the Green Office you are not 'just a job student', on the contrary: you are the Green Office. You learn a lot of skills that you would otherwise only learn in the real workplace:

- You'll learn to
 - take responsibility
 - act pro-actively
 - know what teamwork means in the workplace
 - network and collaborate with many different types of people
 - plan and evaluate
 - think long term and make short term decisions
 - meet efficiently, prepare meetings and take reports
 - help an organization grow and transfer knowledge to your successor(s)
 - coach
- You learn how a large organization like KU Leuven works and you get to know many of its facets
- you get the opportunity to develop a network inside and outside KU Leuven and get to know a lot of sustainable initiatives
- the working language at the Green Office is English, so your English skills will get a big boost!
- we offer a contract for an introduction period of 2 to 3 full-time weeks in August, a contract of 8 hours per week for the period September 2022 to May 2023, with the possibility of extension next academic year. The standard allowance for KU Leuven job students applies. Hours are flexible and are filled in in consultation with the team.
- A Green Office office where you can come and work, meet and study at will.

The Green Office has 1 full-time staff member (Green Office Coordinator), who is responsible for supporting, coordinating and coaching the team. You can always contact him/her/them with questions, problems, suggestions, ideas, proposals: you name it!

Do you currently have any specific questions about the position? Do not hesitate to contact the coordinator: Ashley Mertens, ashley.mertens@kuleuven.be , +32 16 37 43 30

Are you the right person for the team? Send your CV and motivation letter in which you indicate why you are the most suitable candidate for this job to ashley.mertens@kuleuven.be. You can respond until May 16, 2022. If you have been selected, you will be invited for an (online) interview.