Communications Fellows
Office of Sustainability

Description: Connecticut College has developed a deep commitment to holistic sustainability over the last five-plus years and is constantly working to expand and improve its efforts. Enhancing the amount and quality of communication with our campus and external communities is a critical component to achieving the College’s sustainability goals.

The Communications Fellows will work and meet as a Communications Team and assist the Office of Sustainability in developing the most effective and easy to understand communications with its constituents.

Some of the responsibilities of the Communications Fellows are:

Event Planning:
- Plan and coordinate all major events and campaigns hosted by the Office of Sustainability
- Develop relationships with other organizations on and off campus with whom the Office of Sustainability can continuously co-host events
- Use of social media to promote all events and campaigns hosted by the office and related events/campaigns facilitated by other organizations
- SustainabiliTEAM Events - co-planned with other Sustainability Fellows

Inter- and Intra-Office Communications:
- Support all other Sustainability Fellows in advertising their work and accomplishments
- Social Media upkeep, updating and utilizing social media to communicate about the office and support other organizations’ communications - “Sustainability Spotlights”
- Utilize the Sustainability Blog regularly,
- Coordinate with all campus media organizations to enhance the communicating efforts of the office (e.g. College Relations, The College Voice, CC Magazine, etc)
- Generate content for the SustainabiliTEAM Newsletters, and monitor MailChimp reports

Strategic Planning & Campus Engagement:
- Engage a wider audience, encouraging the campus to find their relationship with sustainability,
- Work to help develop Strategic Planning communications, and documenting Sustainability Fellow goals and progress,
- Work with the Office of Communications and Admissions to develop best practices on how to talk about Sustainability as a part of Connecticut College’s identity, and
- Other SustainabiliTEAM duties as assigned.
General:
- Attending weekly Communications Team meetings,
- Attending Office of Sustainability all-staff meetings and events, and
- Other duties as assigned.

Requirement
- Excellent interpersonal skills
- Exceptional time management and planning skills
- Strong writing and oral communication skills
- Strong analytical skills
- Social Media Savvy
- Comfort collaborating with others to achieve goals
- Ability to adapt to quickly changing circumstances
- Comfort with working on tight timelines

Supervisors
Margaret Bounds  Jessica Sullivan
Director of Sustainability  Senior Fellow for Communications
Office of Sustainability  Office of Sustainability
sustainability@conncoll.edu  jsulliv6@conncoll.edu