Content Developer and Editor
Office of Sustainability

Description
Connecticut College has developed a deep commitment to holistic sustainability over the last three years and 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 Content Developer and Editor will serve on the 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 that Content Developer and Editor will have are:

- Craft all written content for the Office of Sustainability (e.g. news articles, website text, some blog posts, some social media posts, pamphlet text, etc)
- Edit all news articles of the office published on all types of social media
- Coordinate with all campus media organizations to enhance the communicating efforts of the office (e.g. College Relations, The College Voice, CC Magazine, etc)
- Edit and collaborate on all important documents to be published by the Office of Sustainability
- Other duties as assigned

Requirements

- Excellent writing and analytical skills
- Strong verbal communication skills
- Proficiency with Power Point Word and Excel
- Comfort collaborating with others of achieve goals
- Confidence working under pressure with short deadlines
- Samples of each candidate’s work will be requested during the application process

Compensation
Voluntary Position, Opportunity to attend Student Sustainability Programs Symposium at Tufts University in Boston, Applied learning (grant/proposal writing, public speaking, networking, etc)

Supervisors
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