Senior Fellow - Communications  
Office of Sustainability

**Description**
Connecticut College has developed a deep commitment to holistic sustainability over the last three years and is constantly working to expand and improve its efforts. To maximize the impact that the Office of Sustainability can have on the College’s sustainability goals, five Senior Fellow positions were created to support the office’s Co-Directors. Senior Fellows are leaders in the Office of Sustainability and serve as sustainability leaders in the great College and New London communities. A Senior Fellow serves in an administrative role within the Office of Sustainability co-supervises a number of students fellows with the College’ Sustainability Officer. They support the office’s operations by maintaining office systems and constantly communicating the office’s priorities to the community at large.

The Office of Sustainability sees effective communication as one of the primary components of developing sustainable communities. To better communicate the idea of holistic sustainability, the Senior Fellow for Communications will head the Communications Team and coordinates all internal and external communications being generated by the Office of Sustainability.

The Senior Fellow for Communications co-supervises the follow Fellows:
- Content Developer and Editor
- Events and Campaigns Fellow
- Graphic Designer

**Responsibilities**
- Maintain Office of Sustainability services by organizing office operations and procedures;
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records;
- Design and implements Office of Sustainability policies, standards and procedures; measuring results against standards; making necessary adjustments;
- Co-supervise assigned fellows with Sustainability Officer
- Keep Co-Directors informed by reviewing and analyzing Fellows’ proposals; summarizing information; identifying trends.
- Maintain Sustainability Fellows Program by recruiting, selecting, orienting, and training Fellows
- Enhances professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Return to campus a week early to conduct preparations for the coming academic semester
- Hold individual meetings with each Fellow or set of fellows at least once a week to review current efforts and progresses
- Report to the supervisor regularly
- Supervise all tasks assigned to the fellows as well as their communication to community members at the College and in the surrounding New London area
- Support the Communications Team to attend other Fellows’ events and meetings
- Introduce the Fellows to members of the community pertinent to their projects
- Attend meetings with community members until the Fellows are comfortable attending on their own
• Collaborate with the all other individuals working with the Office of Sustainability in order to communicate to the community members about the progress of projects, advertise, and provide informative material
• Establish personal networking with all Fellows in the office in order to maintain the operations of intra-office communications
• Evaluate and analyze the effectiveness of the community collaborations strategies, and make feasible strategic revisions
• Establish the calendar for meetings and events as well as the monthly meetings hosted by the office
• Approve and review the documents crafted by Fellows
• Communicate with the Sustainability Core to coordinate volunteers for community events or projects when need
• Other duties as assigned

Requirements of the Senior Fellow for Communications
• Served as a Fellow previously
• Excellent interpersonal skills
• Strong written and oral communication skills
• Strong analytical and critical thinking skills
• Exceptional time management and planning skills
• Honed project management skills
• Ability to delegate tasks and fluidly transition from one project to another
• Comfortable with working on tight timelines
• Comfortable collaborating with others to achieve goals
• Responsible and reliable
• Ability to adapt to quickly changing situations
• Comfort with overseeing a number of projects at one time

Supervisor
Josh Stoffel
Sustainability Officer & Co-Director
Office of Sustainability
jstoffel@conncoll.edu
(860)-439-5218