

GREEN OFFICE CORE TEAM VACANCY LIST!



"The Green Office is recruiting a new core team. Do you want to work on a sustainable university and a lively student sustainability community? Would you like to learn to lead a team and do you want experience what it is like to work on sustainability in practice in a paid position? Do you have time, energy and motivation to do so? Read on!

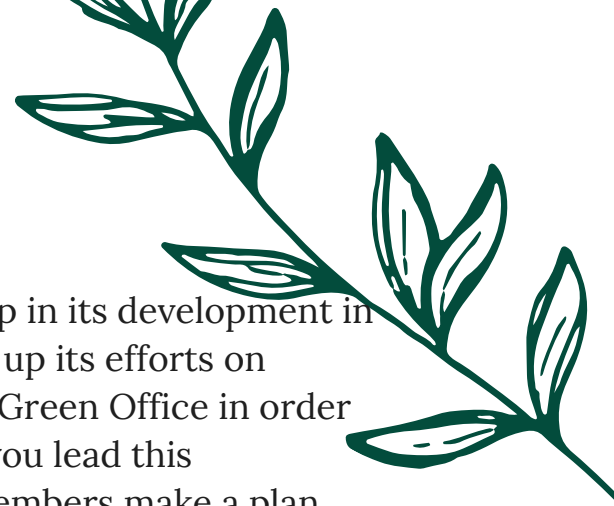
The Green Office is a student-run platform striving to make the University of Amsterdam a greener place. As a core team member, you will be leading one of our four teams of volunteers in the areas of Research and Education, Events and Community, Communication and Campus. You will be employed by the university for 16 hours a week with pay of ~1000,- euros a month. If you are interested check out the vacancies on our website. You'll have lots of freedom to suggest and implement your ideas and gain some fantastic experience alongside your studies.

Application deadline: April 30
Start date: ~ 15-30 may 2023
Duration: one year or longer
Number of hours per week: 16
Salary: ~ €15,- per hour
Procedure: please send a motivation and cv (optional) to greenoffice@uva.nl
Questions: greenoffice@uva.nl

Please note that 16 hours is a considerable commitment. Please only apply if you have enough time and energy for such job. If you want to be involved but do not have this kind of time, please register for a volunteer position.

CONTACTS

If you have questions about the volunteering options and our organization, feel free to send an email to the following address: greenoffice@uva.nl



Green Office Manager

Lead the UvA Green Office as it takes a big next step in its development in terms of impact and influence. The UvA is stepping up its efforts on sustainability and has increased the budget for the Green Office in order to increase the influence and visibility. As a manager you lead this development. You help the other four core team members make a plan, start various projects at the beginning of the year and provide the budget know-how and general oversight required to bring the projects to fruition.

Your goal:

- Taking the Green Office to a new level in terms of impact, reach and professionalism and contribution to the UvA Sustainability Programme.

What you do:

- Overseeing the Core Team and their projects,
- Building and motivating the team
- Managing the budget
- Overseeing the Green Office work programme
- Supporting core team members
- Organising and leading the core team meetings
- Liaising with internal and external partners
- Team up with other core team members to work on projects as required
- Represent the Green Office
- Function as a first point of contact
- drafting short and long-term plans and semi-annual reports and keeping the Green Office in line with its overall vision,
- Keeping in touch with the Green Office supervisor (UvA Policy Officer for Sustainability) about the functioning of the Green Office
- connect with other student-led organisations at the UvA (and beyond) to collaborate and achieve a more impact.

Research and Education



The UvA Green Office is looking for a new Research and Education (R&E) lead!

The goal of the research and education team is to contribute to Sustainability in education and research from the student perspective. The UvA wants to pay adequate attention to sustainability in all courses and it wants to offer students the opportunity to specialise in sustainability and it wants to contribute to sustainability in research. The research and education team works with staff and relevant partner organisations to help achieve these goals.

What you do with your team:

- Work with the UvA policy officer for sustainability, the special interest groups on sustainability in education and other UvA staff members on tools and initiatives that stimulate sustainability in education at the UvA.
- Research best practices on sustainability in education in order to advise on UvA initiatives
- Encourage the integration of sustainability in education at the UvA by organising events and workshops (by experts and/or based on your own research)
- Stimulate and coordinate student involvement in research initiatives such as the UvA Sustainability Platform.
- Operate as a watchdog and put the topic on the agenda as required e.g. through collaboration with the FSR's and the CSR
- Update, improve and promote the UvA sustainability course list so that every UvA student is aware of what's on offer
- Form and supervise a team of dedicated volunteers to work together on these projects.

Campus and Operations



Help the UvA and UvA students and staff reduce their environmental footprint! The UvA Green Office is looking for a new Campus and Operations coordinator!

We are looking for someone who is passionate about implementing change and collaborating with different stakeholders to reach a common goal!

Your goal will be to speed up the reduction of the ecological footprint of the UvA and of UvA students. (The UvA aims for 25% reduction in 5 years!) and starting one (or more!) inspiring sustainability initiatives on campus.

What you do with your team:

- Start one or more inspiring, visible, green and sustainable projects on campus relating to
- Biodiversity and Nature inclusiveness (e.g. a community garden) or
- Circularity/Waste/Natural resources (e.g. a repair café where students can fix their stuff save money en reduce their footprint) or
- Food (e.g. an initiative that provides students with more opportunities to eat sustainably on campus by offering vegan food in the canteens in a Green Office food stall)
- Foster discussion about sustainable practices and policy making at the University by researching one or more topics (to be decided) with regard to sustainability in operations, draft a short report and organise an event and raise awareness (e.g. organise Folia coverage).
- Advise the relevant UvA bodies on sustainability policy and changes based on students' opinions and the Green Office's expertise
- Work with UvA staff on the implementation of the operational sustainability policy as required. E.g. by taking initiatives on behavioural change or by researching best practices, organising events etc.
- Cooperate with relevant actors, such as the FSRs, the CSR, study associations, employee associations, lecturers, Facility Services, the UvA bike Kitchen and many more.

COMMUNICATION



Are you our new Communications Lead?
Are you social media savvy, creative and super organised?

Communication is a huge part of what the Green Office does as sharing our projects and achievements, updating UvA students on all things sustainability and creating great content to engage the whole student body is key to our success.

Your goal will be to make sure that everybody knows about the Green Office. Drastically increasing the reach and impact of the Green Office communications.

What you do with your team:

- Manage social media platforms: Instagram, Facebook and LinkedIn
- Manage content creation teams for: YouTube, Podcast and TikTok in collaboration with the research and education team
- Keep the website up to date, create an internal and external newsletter, manage website correspondence
- Edit publications are written by the Green Office teams such as green guides, course lists and reports
- Recruit volunteer team, manage task groups and organise volunteer meetings

Events and Community



Are you passionate about sustainability and wish there were more opportunities to engage in the topic with your fellow students? Join our team as an events and community coordinator to make that a reality

Your goal will be to make the Green Office one of the liveliest and most fun student communities in Amsterdam. You build (expand) a vibrant community of volunteers and members and interested students who meet and interact at regular inspiring events and activities

What you do with your team:

- With the other core team members, you ensure that there is a continuous and varied offer of interesting, fun, inspiring, sustainability-related events and activities where volunteers and members share their passion and connect.
- Think of volunteering activities, such as cleaning the canals or working in a community garden, social events such as wasteless dinners and educational events such as Green Tea Talks, documentaries and movies.
- Organise the Green Office career days (perhaps the biggest Green Office event of the year)
- You encourage and support the other teams in organising high-quality events relating to their theme (e.g. in the form of organisation, planning, moderation, venues etc)
- You support students in developing their own sustainability initiatives when possible
- Collaborate with the Research & Education team to set up academic-centred events and with the Campus team on campus-centred events.
- You launch a Green Office alumni network, by setting up a yearly Green Office alumni event.
- You attract new potential members
- Form and supervise a team of dedicated volunteers to work together on all of the above.