



# Communication Ambassador

## Position Title

Communication Ambassador

## General Summary

The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Communication Ambassador. Communication Ambassadors are the first point of contact for visitors and callers to the OfS. In addition, Communication Ambassadors are a part of a team responsible for planning, creating, implementing, and maintaining the day-to-day communication and outreach for the OfS.

## Major Duties

- Meet, greet, and assist students and visitors (i.e. answer telephones, route calls, respond to email inquiries)
- Represent WMU's OfS at tabling and outreach events
- Distribute and promote the EcoEssentials program
- Serve as an OfS tour guide for visitors
- Facilitate First Year Experience presentations
- Assist with fall and spring OfS events and workshop series
- Create **authentic** content and promote our programs, opportunities, and events through various modes of communication (i.e. social media platforms, newsletter, website)
- Film and edit weekly social media videos that showcase sustainability creatively
- Provide general clerical support to the OfS
- Work closely with all OfS teams for updates on programs, projects, and initiatives
- Attend and contribute to weekly team meetings and report on progress with projects
- Facilitate at least one workshop related sustainability
- Submit semester project brief and deliver end of semester presentation to peers and co-workers at the OfS

## Position Requirements

- Undergraduate or graduate student currently enrolled at WMU in [good academic standing](#)
- Ability to communicate effectively through various methods
- Willingness to represent the OfS & engage with diverse groups across campus and the community
- Ability to work independently and as part of a team within a fast-paced environment with changing priorities
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan

## Desired Qualifications

- Personal commitment to sustainability
- Marketing/ communication experience or knowledge
- Detail oriented and creative
- Well-acquainted with the use of professional social media output for an organization

**Note:** This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.



### **Hours and Compensation**

Expected commitment is 12-14 hours per week starting at \$13.75 per hour. Pay increase based on performance evaluation.

### **Tentative Start Date:**

Early February 2026

### **To Apply**

1. Complete the application found at <http://www.wmich.edu/sustainability/opportunities/jobs>.
2. Email application to [wmu-sustainability@wmich.edu](mailto:wmu-sustainability@wmich.edu) or send hard a copy to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online and in print, are due by Friday, January 30 by 11:59 p.m.

### **WMU Equal Opportunity Statement**

Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

### **WMU Nondiscrimination Policy**

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. **(Revised April 2006)**

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