



## Administration, Outreach and Communications Coordinator

*ASOC - FEAST*

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*Fall 2024 & Spring 2025*

FEAST (Food, Energy, and Sustainability Team) is a student service which runs an organic garden that grows produce, raises a brood of hens, mitigates waste through composting, restores native plants on campus, hosts educational workshops, engages with the surrounding community, and acts as a teaching and learning space for issues of sustainability, environment, and food.

**Duties and responsibilities:** This position is responsible for Faculty Advisor/Supervisor and Director on budget management. This is a team of up to 2 students.

**Responsibilities:**

- Campus outreach
- Event planning and collaboration with clubs/off-campus organizations on behalf of FEAST
- Community engagement scheduling
- Helping and supporting other sub-teams as they coordinate their monthly educational workshops throughout the school year

**Qualifications:**

Candidates should be organized, timely and great communicators. Experience in budget management, communications and/or event coordinating is preferred but not required.

**Start date:** 19 August 2024

**End date:** 9 May 2025

**Work Schedule:** TBD, depending on students' academic schedule.

**Hours Per Week:** Up to 10 hours per week

**Starting pay rate:** \$17.28/hr

**Work Award:** No

To apply, please submit student employment [application](#).