



Universiteit
Leiden



Leiden University Green Office: join the team!

Are you passionate about sustainability? Do you see opportunities to make Leiden University more sustainable? Are you able to inspire, engage and empower students and staff to cooperate? This is your chance to join the Leiden University Green Office!

The Leiden University Green Office (LUGO) was opened in September 2016. The Green Office is the platform within the university where students and employees shape and execute innovative sustainable ideas and launch projects with the intention of stimulating the sustainable development of Leiden University. LUGO makes the university's sustainability vision tangible in the everyday reality of its students and staff members. The first coordinators have set up the LUGO and its first activities. The team is co-creative, self-managing and it supports Leiden University in realizing sustainability policies and awareness.

Wanted: 1 LUGO manager and 5 coordinators

We are looking for one manager and five coordinators that will work together in a team on several topics:

- The *LUGO manager* is responsible for the overall coordination and support of the team and its activities, maintains relationships with external contacts, pursues the vision, strategy and goals of LUGO and is the face of the organisation. This position is for one year and requires that you are fluent in Dutch and English.
- The *Operations coordinator* aims to reduce the direct negative ecological and social footprint of Leiden University by setting up campaigns that promote behavioural change and save energy, water and waste. This coordinator manages the operations teams. This position requires fluency in Dutch and English.
- The *Education & Research coordinator* works on building a network of lecturers, researchers, institutes, and students who want to be involved in sustainable education. This coordinator explores new ways to integrate sustainability into the curriculum and organizes Thesis markets for students. For this position fluency in Dutch and English is a requirement.
- The *Communications coordinator* promotes LUGO among students and staff to ensure that LUGO can really become the sustainability platform of the university. This coordinator is in charge of all social media, the website, visibility in the faculties and manages the media team. For this position fluency in English is a requirement.
- The *Student Community coordinator* aims to encourage the involvement of students in sustainability at the university through the organization of various events. This coordinator manages the events team and collaborates with other student organizations in Leiden. It also looks at best ways to promote LUGO at relevant events, such as the ELCID and OWL weeks. For this position fluency in English is a requirement.
- The *Staff Community coordinator* actively involves staff members of Leiden University by promoting the Green Office among them and organizing events that specifically appeal to them. This coordinator is also responsible for the overall LUGO Membership community building: by organizing events and trainings for members you make sure that the members feel appreciated and can develop. For this position fluency in Dutch is required.

More detailed information about the positions can be found on [our website](#).

Profile

- ✓ You are an enthusiastic, out-of-the-box thinker with proven passion for sustainability. You love to take initiative and work in a small team with no nine-to-five mentality. Experience with extracurricular activities is a plus;
- ✓ You have excellent social skills and are able to mobilize people and keep them involved while dealing with organizational sensitivity;
- ✓ You enjoy initiating new projects and strategies, implementing these, and communicating about them to students and staff. You are capable of building a network to empower staff and students to contribute to the sustainable development of Leiden University;
- ✓ You are available for 12 hours per week as a coordinator or 24 hours per week as manager;
- ✓ You are a student or staff member at Leiden University.

What we offer

- ✓ An opportunity to develop and show leadership and initiative;
- ✓ An opportunity to gain professional experience and personal development;
- ✓ Trainings offered by rootAbility;
- ✓ A great network with other green offices in Europe with possibility to go to the European Green Office Summit once a year
- ✓ Professional support from staff members;
- ✓ A chance to get immersed in the matter of practical sustainability;
- ✓ A well-equipped office in the centre of Leiden;
- ✓ A monthly reimbursement of approximately € 250,- as a coordinator or € 500,- as team manager for 6 months with possibility of extension for another 6 months (you will be hired as student-assistant).

Are you interested?

Please send your CV and motivation letter to application@leidenuniversitygreenoffice.nl, keeping in mind the following:

- Explicitly motivate your affinity with sustainability;
- Clearly state your preferences for a specific coordinator role or manager;
- Indicate which date you are available for an interview: April 18th, 19th and/or 21st;
- Make sure your letter of motivation does not exceed one page;
- Make sure your CV does not exceed two pages;
- Don't exceed 2MBs in your email attachments.

Time schedule

	Introduction time	Starting date
LUGO manager	May (Wednesday mornings are required)	June 1 st
Communications, Student Community and Staff Community coordinators	First half of June	June 15 th
Operations and Research & Education coordinators	First half of June	August 1 st

We hope to see you soon at the Leiden University Green Office!

Please check out our website:

<http://www.leidenuniversitygreenoffice.nl/>

Facebook:

<https://www.facebook.com/leidenuniversitygreenoffice/>

Leiden University Environmental Policy:

<https://www.universiteitleiden.nl/en/dossiers/the-sustainable-university>