

# Working at GreenOffice

Are you passionate about sustainability, would you like to contribute to a greener university, while earning a little extra? GreenOffice Antwerp is looking for enthusiastic job students (m/f/x) to strengthen our team within the UA Antwerpen association. You will join a team full of committed students who work closely with the UA Antwerpen sustainability coordinator to accomplish numerous projects.

## Expectations and Responsibilities

As a full member of the team, you will be responsible for developing, coordinating and implementing sustainability initiatives within our organization. To ensure a good fit in our team, we expect that:

- You are studying at UA Antwerpen in the 2023-2024 academic year.
- You are available for a minimum of 4 hours/week.
- You can work well independently, but can also communicate to the team.
- You are flexible and do not mind doing activities in the evening.
- You are willing to attend trainings with and at other GreenOffices.
- You think that a lot more can be done about sustainability at the University of Antwerp and you want to take action in a positive way.
- You are passionate about sustainability in the broadest sense of the word.
- You walk the talk of sustainability in your daily life.
- You are absolutely not afraid to tackle things.
- You are brimming with ideas, and can't wait to put them into reality

## Why take this opportunity?

Working at Green Office can lead to a number of unique opportunities. For example, previous Green Officers were able to collaborate on a podcast episode, go to film premieres, experience the opening of a new thrift store or speak to the regional television channel ATV, among others. In addition, you will constantly come into contact with a lot of interesting people inside and outside the university. You will not only make these connections at one of our organised events, but also at the national and international summits you can participate in as a Green Officer. These summits help you to expand your sustainability knowledge and thus spread it further within the university community.

## What role can you take on within our team?

Our team's tasks are divided into a number of roles. Be sure to mention during your application which role(s) you are interested in. Of course, you do not have to meet all the characteristics to be considered for a particular position.

### ► PR: mail & promotion manager

- As the mail manager, you are mainly responsible for managing our shared mailbox. You are the point of contact for Green Office UA Antwerp and ensure that online communication runs smoothly.
- As the promotion manager, you ensure that the right target audience is reached for our events. You do not shy away from talking to people and enjoy developing promotional campaigns. Your tasks are very diverse and range from designing a poster to building a close network of stakeholders.

▶ **Research & education**

- You are fascinated by all the research being conducted at the university and have an eye for interesting topics that fit with Green Office. You would like to collaborate in the organisation of lectures, debates or documentaries, among other things, and don't mind finding the right people to do so. Finally, the university's database holds no secrets for you or you are committed to immersing yourself in it.

▶ **Social media**

- You are a great with Facebook, Instagram, LinkedIn and all other online channels. In addition, you like to get to work with programmes like Canva & Linketree and are bubbling with creativity. Or maybe you're interested in launching Green Office UAntwerp on TikTok?

▶ **Website**

- As the person responsible for the website, you make sure all technical aspects are operational. These aspects include creating beautiful visuals, updating the agenda, posting blog posts, etc. You also ensure that everyone can easily find everything about Green Office. You are not a copywriter, although you can of course add that to your duties if you are interested in it.

▶ **Community engagement**

- You maintain real-life interactions with all important stakeholders within the university such as student associations, professors, student council, etc. You don't mind standing in front of an audience to represent Green Office. In addition, you work closely with umbrella organisations such as SOSUK. You also enjoy organising low-threshold events such as a second-hand shop tour, a community garden or clean-up action. Anything is possible!

## **Are you the person we are looking for?**

Mail your CV and motivation letter explaining why you want to be part of the brand new Green Office team to [greenoffice@uantwerpen.be](mailto:greenoffice@uantwerpen.be). Be sure to also indicate which role(s) you would like to take on.

See you soon!

