

CommTech Director

Details

Reports to: Executive Committee

Time: 10-15 hours per week

Location: Flexible within the U.S.

Overview

The role of the Communications and Outreach Directors is to ensure consistent, regular, and effective communication throughout ESW-HQ and to grow ESW's network and community. The Communications Director makes sure that new information about ESW's programs is well-written, published across all channels, and is reaching the right audiences. They also help other team members in preparing written materials for both internal and external purposes. Finally, they will occasionally be asked to represent ESW at public events as available and appropriate.

About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is nonprofit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

Responsibilities

The CommTech Director will be responsible for:

- Overseeing and editing ESW articles and news to social media outlets
- Answering questions about the organization from public inquiries
- Editing and reviewing content from other HQ members before release for quality control and consistency
- Leading weekly Communications and Technology meetings and attending fortnightly Executive Committee meetings
- Following Google Analytics to ensure communication is efficient and effective
- Explore new ways to communicate to our members and potential members

Desired Skills and Qualifications

- Excellent communication, presentation and people skills with an ability to balance priorities, negotiate, and work with a variety of internal and external stakeholders
- Leadership experience
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Able to work well independently, establish and meet deadlines, prioritize tasks
- Passion for sustainability and technical problem solving
- Comfortable working effectively under pressure to meet tight deadlines and goals
- Comfortable working in a remote, virtual team environment
- Comfortable working in a dispersed team across multiple time zones