

# Media Coordinator

## Details

**Reports to:** CommTech Director

**Time:** 5-10 hours per week

**Location:** Flexible within the U.S.

## Overview

The Media Coordinator spearheads our social media efforts by working with the Executive Director and Communications department to set up an organizational strategy and then executes said strategy on a weekly basis. Using pictures from the organization, resources from chapters and collaborating with the branding coordinator, the Media Coordinator is in charge of relaying the information on all ESW-Global media platforms (Instagram, Facebook, Twitter and LinkedIn). Also someone who can take the time to engage with our network by reblogging, retweeting, and commenting on posts. You will be in charge of setting the tone for ESW's social media and will be responsible for meeting ESW's strategic plan goals related to social media.

## 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 Media Coordinator will be responsible for:

- Seeking out and interacting with related organizations, nonprofits, and thought leaders in the sustainability, design, and engineering fields
- Creating ESW-related content to post across all our social media networks (LinkedIn, Facebook, Twitter, Instagram)
- Posting content that other ESW-HQ members request (for example, promoting our programs, grants, and deadlines)
- Building online community by interacting with ESW members and other followers
- Attending weekly Communications and Technology meetings

## 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
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Able to work well both 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