

Warren Wilson College  
Environmental Leadership Center  
Director of Community Outreach  
Position Description

**POSITION TITLE:** Environmental Leadership Center Director of Community Outreach

**DEPARTMENT:** Environmental Leadership Center

**REPORTS TO:** Executive Director, Environmental Leadership Center

**POSITION SUMMARY**

The Director of Community Outreach will work as a member of the Environmental Leadership Center team to advance this goal: to inspire and to influence environmental awareness and responsibility at WWC and beyond, targeting the region's most pressing issues, and engaging students, faculty and staff in meaningful and appropriate ways. Working closely with the ELC Director to develop resources and define appropriate opportunities, the Director of Community Outreach will bridge the College's resources to the mountain region and beyond working as a team member to strengthen existing ELC core programs and creating meaningful educational opportunities for WWC students by engaging them in the outreach.

**SPECIFIC RESPONSIBILITIES:**

- Manage Swannanoa Journal and the Work Crew (produce 52 Swannanoa Journal articles per year);
- Manage INSULATE! weatherization program and the Work Crew;
- Cultivate a network of WWC friends and supporters through community-based work;
- Manage the Mountain Green Conference;
- Manage the Sustainable Community Speaker Series in cooperation with the ELC Executive Director;
- Perform other duties as required;
- Serve on external committees or boards during work time as discussed and agreed upon with supervisor;
- Manage ELC website.

**WORKING CONDITIONS**

- Office environment
- Some travel required

**QUALIFICATIONS**

- Master's degree preferred
- Advanced experience in community-based project development, event management, research-based learning
- Excellent oral and written communication skills

May 13, 2010/MF