

Community

The community portfolio focuses on the visibility of UMGO and the visibility of other sustainability related efforts in Maastricht, as well as on volunteer management. UMGO aims to act as an incubator for sustainability change and a platform for growing ideas while bringing already established organizations and projects together. Creating visibility means combining, collaborating and facilitating what there is, while fueling and empowering the student community. The main focus of the community portfolio is on students and student organizations to facilitate a bottom-up approach of new ideas and proposals coming from Maastricht University's student community. Volunteer Management is part of the Community Portfolio and includes all volunteer related tasks. This includes communication with current and potential volunteers, recruiting volunteers, organizing (social) events, managing vision projects (those proposed and initiated by volunteers), and being the central contact person for volunteers.

Community Coordinator

The Community Coordinator will mainly be responsible for the PR of UMGO focusing on students and communities. However, PR has to be a joined team effort. Thus, the task of the community coordinator hence lies in coordinating joined efforts, developing communication strategies, organizing events, buying merchandise and coordinating related tasks. The Community Coordinator will be the contact person for volunteers, external organizations and UM staff. Therefore, it is important to establish a network between student organizations, staff members and student and knowing how different faculties and departments are related to each other. As the Community Coordinator is essentially reaching out to students, he or she has a more internal UMGO role which is not directly connected to the Task Force. However, UMGO Community Coordinator needs to work closely together with UM Community Coordinator for internal and external communication regarding sustainability. Volunteer management includes communications to current and potential volunteers, organizing volunteer events, hiring volunteers, writing letters of recommendation, and issuing certificates. Above, the Volunteer Coordinator will be the central contact person for volunteers to intermediate conflicts and facilitate the transition among projects and teams within UMGO.

- Organizing various kinds of events including networking events for student organizations and volunteers

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- Reaching out and maintaining a network with student initiatives for potential collaboration and staff members
- Developing a communication strategy
- Designing flyers, posters, and banners, and ordering them
- Working in close contact with staff from marketing and communication and guarantee a constant stream of communication in university's newsletter
- Provides support for student initiatives in the form of event planning, support for project proposals, and contacts
- Recruiting volunteers
- Organizing volunteer events
- Writing letters of recommendations
- Being the central contact persons for volunteers and students proposing vision projects
- Providing support for vision projects, students and volunteers
- Establishing a volunteer network
- Initiating and supporting student project teams undertaking projects in the area of sustainability at the university.

Requirements Specific to this Position

Required

- Extrovertive – ability to host workshops, recruit volunteers, and facilitate group discussion
- Creative - must be able to come up with ideas for events, workshops, visibility strategies, etc.
- Ability to communicate with a variety of different stakeholders on both a formal and informal level

Preferred

- Experience in workshop facilitation, community building and marketing
- Graphic skills and social media expertise

Please also read through the requirements mentioned on the general information sheet 'Vacancies September 2018'. If you have any questions about the vacancy please contact our current Community Coordinator Davor Davidović: davor.davidovikj@maastrichtuniversity.nl or Anna Roberto anna.roberto@maastrichtuniversity.nl

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