



# ASGBC Director of Sustainability and Civic Engagement Position Description

**Position Summary:** The Director of Sustainability and Civic Engagement of the Associated Student Government of Bellevue College (ASGBC) is responsible for overseeing and directing the association's legislative and advocacy efforts, as well as promoting sustainable efforts on campus. Responsibilities range from overseeing the Office of Civic Engagement, coordinating legislative events, working with external legislative partners, chairing the SESF Committee, and promoting social responsibility awareness.

**POSITION:** Director of Sustainability and Civic Engagement  
**DEPARTMENT:** Associated Student Government of Bellevue College  
**SALARY:** \$18,500  
**EMPLOYMENT START DATE:** August 1<sup>st</sup>, 2024  
**EMPLOYMENT END DATE:** June 30, 2025  
**APPLICATION OPENS:** February 26<sup>th</sup>, 2024  
**APPLICATION CLOSES:** March 31<sup>st</sup>, 2024

## Desired Qualifications:

- Knowledge of Legislative Processes
  - Understanding of local, state, and federal legislative processes, as well as experience in advocacy and lobbying efforts.
- Passion for Sustainability
  - Passion for Sustainability: A genuine interest and commitment to promoting sustainability practices and initiatives within the campus community, with knowledge of environmental issues and solutions.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc).
  - Especially with Excel.
- Strong Verbal and Written Communication
  - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.

- Excellent Time Management
  - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details
  - Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

Required Qualifications:

Director of Sustainability and Civic Engagement applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- c. Be in good standing with Bellevue College and not on disciplinary probation.
- d. Be in good academic standing, and not be on academic probation.
- e. Applicants are expected to present prior experience in leadership in some form.

Essential Job Functions:

The Director of Sustainability and Civic Engagement shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee the ASG Office of Civic Engagement.
- E. Organize and implement legislative events (i.e. voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, etc).
- F. Coordinate with the Board of Directors and Student Senate to develop the student legislative agenda.
- G. Serve as the legislative liaison for state and federal matters by regularly meeting, corresponding, and building relationships with local and state representatives.
- H. Organize and facilitate regular campus outreach events to ensure direct communication about civic engagement with students regarding issues and concerns through surveys, student town hall meetings and other initiatives.
- I. Coordinate lobbying trips to Olympia.
- J. Schedule and attend meetings with external legislative partners.
- K. Serve as the representative for the Bellevue College Associated Student Government in the Washington Community and Technical College Student Association (WACTCSA).
- L. Serve as the representative for the Bellevue College Associated Student Government in the Washington Student Association, in conjunction with the ASG President.
- M. Chair the Student Environmental Sustainability Fee (SESF) Committee.
- N. Oversee and direct all student-led sustainability efforts.
- O. Coordinate events and programs promoting social responsibility awareness to ensure direct communication with students regarding campus sustainability initiatives, and other initiatives related to social stewardship.

- P. Serve as the liaison between the Associated Student Government and the Office of Sustainability.
- Q. Create one campus-wide, long term sustainability initiative or project and/or take part in current sustainability initiatives on campus.
- R. Serve as the liaison between the Associated Student Government and the Office of Diversity, Equity, and Inclusion including the Social Justice Center & Title IX office.
- S. Serve as the liaison between the Associated Student Government and the Affinity Coordinators.
- T. Oversee and direct all legislative efforts of the Associated Student Government.
- U. Attend at least one Student Senate meeting per academic quarter.
- V. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- W. Be accountable for nineteen hours of work per week. During this period, the Director of Sustainability and Civic Engagement may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's legislative affairs, and otherwise perform duties and tasks as assigned by the ASG President.
- X. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Y. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.
- Z. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- AA. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- BB. Perform related duties and tasks as assigned by the ASG President.