

Common Energy UBC Steering Committee Application 2013/14

Steering Committee Application for 2013/14 (5-8 roles available). Applications are due by 11:59pm on Monday February 25th, 2013; please submit by email to commonenergyubc@gmail.com. Supplemental application instructions are found on Page 5.

Mission Statement: Common Energy is the largest and most active student sustainability organization at UBC. We are working to incorporate sustainability into all aspects of the UBC community. We aim to affect real change by building strong networks and working proactively with the University. We strive to foster leadership and engage our peers through innovative programming.

Our programming includes: Chew On This, Do It in the Dark, UBC's Got Skillz, Tap That: Bottled Water Free UBC Campaign, Sweater Day, Earth Hour, and Student Engagement Strategy research with Campus Sustainability.

If you are not familiar with Common Energy, we invite you to check out our online community in the following ways:

- www.commonenergyubc.com
- "Common Energy UBC" on Facebook
- @CommonEnergyUBC on Twitter

Also, if you have any questions please e-mail commonenergyubc@gmail.com.

Our organizational format:

The success behind Common Energy is through our distinctive team-based work. Each team of 5-12 student volunteers is led by one (or two) Team Coordinator(s). The Team Coordinators all join the Artistic Coordinator, Assistant Directors (Internal and External) and Director to build the Steering Committee. This year, we are hiring 3-6 Team Coordinators, an Artistic Coordinator, and an Internal Assistant Director.



Job Description - Internal Assistant Director:

The role of the Internal Assistant Director is integral to Common Energy. The Internal Assistant Director oversees professional development training for both the Steering Committee and the entire team; organizes monthly Big Team meetings; organizes Steering Committee meetings; and acts as the Common Energy representative for the Global Lounge.

This job formally begins in September 2013, but approximately 30 hours of meetings, phone calls, and planning is expected before August 31, 2013. Applicants must submit a resume and their answers to the Supplemental Application Form - Internal Assistant Director.

The Internal Assistant Director must demonstrate the following skills:

- Dedication
- Interest in personal and professional development
- Professionalism
- Communication
- Leadership
- Independent & Team Player
- Well-Organized

The Internal Assistant Director must commit to:

- One hour Directors Meeting biweekly
- Two hour Steering Committee meetings biweekly
- Two hour Big Team meeting monthly
- Approximately four-six additional weekly hours fulfilling other commitments (may include: planning workshops, meeting with Team Coordinators, meeting with prospective members, attending Global Lounge meetings, sitting on various committees as a Common Energy representative)

The Internal Assistant Director can expect these benefits:

- Develop team-building skills
- Long-term planning and overseeing an important student organization
- Many opportunities for networking (conferences and many other events)
- Work independently and as a part of an action-oriented team
- Join a community of other engaged and passionate UBC sustainability student activists



Job Description - Team Coordinator:

Team Coordinators are a key component to Common Energy. Team Coordinators lead their individual team and contribute to the Steering Committee.

This job formally begins in September 2013, but approximately 20 hours of meetings, phone calls, and planning is expected before August 31, 2013. Applicants must submit a resume and their answers to the Supplemental Application Form - Team Coordinator.

Team Coordinators must demonstrate the following skills:

- Professionalism
- Engagement
- Communication
- Leadership
- Team Player
- Well-Organized

Team Coordinators must commit to:

- One hour team meetings weekly
- Two hour Steering Committee meetings biweekly
- Two hour Big Team meeting monthly
- Approximately four additional weekly hours fulfilling other commitments (may include: running events, attending other meetings, completing specific tasks, attending other teams' events)

Team Coordinators can expect these benefits:

- Build strong communication and time management skills
- Develop a mentor relationship with Sustainability Office or UBC Sustainability Initiative Staff
- Many opportunities for networking (conferences and many other events)
- Work independently and as a part of an action-oriented team
- Join a community of other engaged and passionate UBC sustainability student activists



Job Description - Artistic Coordinator:

The Artistic Coordinator will play an important role in Common Energy. The Artistic Coordinator is responsible for designing promotional materials for Common Energy as an organization, as well as for each team's events as needed.

This job begins in mid-March 2013. Applicants must submit a soft copy of their previous design work (posters, banners, or pamphlets preferred) and a Supplemental Application Form - Artistic Coordinator.

The Artistic Coordinator must demonstrate the following skills:

- Artistic & Design Ability
- Professionalism
- Engagement
- Communication
- Independent & Team Player
- Well-Organized
- Photography and/or web design skills are a bonus

The Artistic Coordinator must commit to:

- One hour check-in with the Director biweekly
- Two hour Steering Committee meetings biweekly
- Two hour Big Team meeting monthly
- Approximately additional weekly hours fulfilling other commitments (includes: designing banners, stickers, business cards, posters, and related promotional material)

The Artistic Coordinator can expect these benefits:

- Experience designing materials for a large organization
- Campus-wide publicity of design work
- Many opportunities for networking (conferences and other events)
- Work independently and as a part of an action-oriented team
- Join a community of other engaged and passionate UBC sustainability student activists



All Applicants – please include the following information

- ❖ Name
- ❖ Faculty, Major, Year of Study
- ❖ Expected Graduation
- ❖ A current resume
- ❖ No cover letter required

Supplemental Application Form - Internal Assistant Director

Please answer all questions in 250 words or less.

1. Describe an experience you have had that has prepared you for the Internal Assistant Director role.
2. Why do you want to be the Internal Assistant Director for Common Energy?
3. What do you feel has been Common Energy's most important contribution to the UBC community?
4. Is there anything else you would like to share?

Supplemental Application Form - Team Coordinator

Please answer all questions in 100 words or less.

1. Describe an experience you have had which you feel has prepared you for the Team Coordinator role.
2. Why do you want to be a Team Coordinator with Common Energy?
3. Describe one project that you have implemented in the past. What steps did you take to implement it? Were you working alone or in a team? What were the beginning goals and the end result?
4. Is there anything else you would like to share?

Supplemental Application Form - Artistic Coordinator

Please answer all questions in 100 words or less.

1. Please include a sample of your work.
2. What previous experience(s) have you had that prepare you for the Artistic Coordinator role?
3. Why do you want to be involved with Common Energy?
4. Is there anything else you would like to share?