



Steering Committee Application for 2014/15

To apply, please submit your resume and answers to the Supplementary Application Form (found on page 3). Applications are due by 11:59pm on Monday February 24th, 2014. Please submit by email to commonenergyubc@gmail.com.

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: events related to energy conservation (Sweater Day, Earth Hour), waste reduction (Tap That Campaign, SUB Waste Audit), sustainable food access (Chew on This), sustainable living (UBC's Got Skillz, Green Living at Home), and student engagement in residence.

If you are not familiar with Common Energy, we invite you to check out our online community: www.commonenergyubc.com, "Common Energy UBC" on Facebook, and CommonEnergyUBC on Twitter.

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 Assistant Directors (Internal and External) and Director to form the Steering Committee. This year, we are hiring for 6-10 positions, including the Assistant Director Internal and Team Coordinators. Two of our Team Coordinators will also be Work Learn positions with Campus & Community Planning, focusing on zero-waste events and sustainability in residence.

Job Description - Assistant Director Internal:

The role of the Assistant Director Internal is integral to Common Energy. The Assistant Director Internal oversees professional development training for both the Steering Committee and the entire team; organizes monthly Big Team meetings; organizes Steering Committee meetings; and plans the annual Steering Committee retreat.



This job formally begins in September 2014, but approximately 30 hours of meetings, phone calls, and planning is expected before August 31, 2014. Applicants must submit a resume and their answers to the Supplemental Application Form.

The Assistant Director Internal must demonstrate the following skills:

- Dedication
- Interest in personal and professional development
- Professionalism
- Communication
- Leadership
- Independent & team player
- Self-motivated
- Well-organized

The Assistant Director Internal must commit to:

- One hour Directors Meeting biweekly
- Two hour Steering Committee meetings biweekly
- Two hour Big Team meeting monthly
- One weekend-long retreat in either early September or January
- Approximately four-six additional weekly hours fulfilling other commitments (may include: planning workshops, meeting with Team Coordinators, meeting with prospective members, sitting on various committees as a Common Energy representative)

The Assistant Director Internal 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 in planning events and initiatives, and contribute to the Steering Committee.

This job formally begins in September 2014, but approximately 20 hours of meetings, phone calls, and planning is expected before August 31, 2014. Applicants must submit a resume and their answers to the Supplemental Application Form.



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
- One weekend-long retreat in either early September or January
- 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
- 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

Please note that the Work Learn Team Coordinators will have additional benefits and paid commitments, beginning in July or August, and must be in Vancouver for the time. More information on these positions will be available during the interview process.

Supplemental Application Form

Please answer all questions in 200 words or less.

1. Which role(s) are you interested in fulfilling?
2. Why do you want to be on the Steering Committee in Common Energy?
3. Describe an experience you have had that has prepared you for a role in the Common Energy Steering Committee. Were you working alone or in a team? What was the beginning goal and the end result?
4. What do you feel has been Common Energy's most important contribution to the UBC community?
5. Is there anything else you would like to share?