



# Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

**Title:** Communications and Technology Director

**Reports to:** Executive Director

**Team:** Communications and Technology

**Time:** Part-time (10 hours per week)

**Salary:** Volunteer, Required Travel Covered

ESW is nonprofit dedicated to a world of environmental, social, and economic prosperity created and sustained by local and global collective action. We do this through a network of chapters across the world tied together by a core headquarters team of volunteers who want to create a sustainable world outside of their work and academic lives.

The role of the Communication and Technology (CommTech) Director is to ensure consistent, regular, and effective communication throughout the organization and its external relations, and to grow ESW's network and community. The CommTech Director makes sure that new information about ESW's programs is well-written, published across all channels, and is reaching the right audiences. They also help other team members in preparing written materials for both internal and external purposes. Finally, they will occasionally be asked to represent ESW at public events as available and appropriate, and acts as the public face of ESW for general inquiries.

To apply, please send a cover letter and resumé/CV to [apply@eswusa.org](mailto:apply@eswusa.org). Please contact us with any questions you may have as well.

**Responsibilities include:**

- Overseeing and editing ESW monthly newsletters
- Overseeing and editing ESW articles and news to social media outlets
- Overseeing and editing content for the ESW website
- Answering questions about the organization from public inquiries
- Editing and reviewing content from other Leadership Team members before release for quality control and consistency
- Leading weekly Communications and Technology meetings

**Desired skills and qualifications:**

- Strong communication and networking skills
- Excellent written and oral presentation skills
- Able to work well both independently and as part of a team
- Experience or comfort with posting and updating website content
- General knowledge of the breadth of sustainability topics - expertise not required
- Be passionate about sustainability, and agree with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member