



# Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

**Title:** Professional Coordinator: Technology

**Reports to:** Networks Director

**Team:** Networks

**Time:** Part-time (5-10 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 Professional Coordinator works to ensure effective communication and collaboration between professional members, chapters, and ESW-HQ. We are looking to connect our diverse professional member base both online and locally. We are looking for a Professional Coordinator to develop and manage new ways of inspiring our professional members and chapters to interact online. This position is also responsible for maintaining an up-to-date database of professional members and brainstorming best practices for managing this community of professionals. This role will work closely with the Communications and Technology Department.

An ideal candidate will have an interest in working with online technology and communications.

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.

**Responsibilities include:**

- Serving as a point of contact between professional members and ESW-HQ
- Maintaining an up-to-date database of professional members and identifying opportunities for participation and collaboration
- Attending weekly Networks department meetings

**Desired skills and qualifications:**

- Excellent communication skills
- Ability to interact with diverse personalities socially and professionally
- Ability to work well both independently and as part of a team
- Passion for sustainability, and agreement with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member