



Sustainability Management Student Association

Master of Science Program, Sustainability Management (SUMA)
Columbia University, The Earth Institute and School of Professional Studies
SUMASA.org | SUMASAboard@sumasa.org

Position Description – EDITOR-IN-CHIEF

This position is critical to the SUMASA board and SUMA program. The Editor-in-Chief fills a specific role that aligns with SUMASA's overarching mission to develop a meaningful community for students, foster engagement across the SUMA and NYC sustainability community, and host meaningful professional development and networking opportunities.

The Editor-in-Chief is directly responsible for the development of content for the SUMASA Scoop newsletter and website. Regular, effective communication of a large amount of information to students and faculty is highly valued by the members of the SUMA community. The Editor-in-Chief will develop and implement a strategy for effective use of the website and newsletter content platforms, in coordination with other SUMASA communication efforts, including social media.

Eligibility: Must be able to take on the position for one full year (Spring 2018 – Spring 2019)

Primary Responsibilities

- Develop a content and outreach plan for the SUMASA website and SUMASA Scoop, SUMASA's newsletter. This might include semester or regular outreach to students to understand their content consumption needs and wants.
- Update website content as needed.
- Create and publish the newsletter, including content and format.
- Track internal and external communications for career and networking opportunities to share on social media platforms and include in the SUMASA newsletter and website calendar.

Relevant Skills

- Enthusiasm about SUMASA and SUMA!
- Strong organizational skills.
- Ability to coordinate the research and tracking of content between multiple board members
- Familiarity with MailChimp, Wordpress and other social media applications, or willingness to learn.

What You Will Gain!

- Strong command of project management and communications skills that will impress potential employers.
- Increased visibility in the SUMA program, with students, alumni, and the Greater NYC Sustainability network.
- An insider's view of the SUMA program and a greater understanding of what it takes to support and manage an effective voluntary board.