



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

The Editor-in-Chief helps to achieve 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 responsible for the development of content for the SUMASA Scoop newsletter and website. The Editor-in-Chief will develop and implement a strategy for effective use of the website and newsletter platforms in coordination with other SUMASA communication efforts, including social media.

Term: This role is year-long, transitioning on Spring Graduation Day each year (in mid/late May).

Primary Responsibilities:

- Develop a content and outreach plan for the SUMASA website and SUMASA Scoop newsletter.
- Update website content and maintain a professional web design in alignment with SUMA’s brand.
- Design and publish an online newsletter for students, alumni, and faculty.
- Coordinate with the VPs of Events and Communications to fulfill promotional strategy for SUMASA events.

What Can Help You Succeed in This Role:

- Enthusiasm about SUMASA and SUMA!
- Strong organizational skills.
- Strong written and verbal communications skills.
- Familiarity with MailChimp, Wordpress, and other social media applications, or willingness to learn.

What You Could Gain:

- Project management and communications skills that will signal professionalism to potential employers.
- Increased visibility in the SUMA program and networking presence with students, alumni, and the greater NYC sustainability network.
- An understanding of what it takes to support an effective voluntary board.