

LEADERS WANTED: Resource Efficiency Program (REP) Captain Position

Available!

Do you want to gain experience managing 15-17 student employees? Gain leadership skills? Learn about environmentalism at Harvard? See concrete results of your work in reducing Harvard's "ecological footprint"? Inspire our campus? Get paid more than \$10 per hour?

Apply to work as the 2005 Resource Efficiency Program (REP) Captain!

We are currently looking for one enthusiastic, dedicated, and visionary leader to serve in the role of REP Captain for 2005. This is a paid position, at \$10.45 per hour, for 10 hours per week.

The Harvard Resource Efficiency Program (REP) is a dorm-based effort to increase environmentally sustainable behavior among Harvard undergraduates. Most likely you've been in contact with the representative from your house. In the past two years, the REP team has been highly effective in increasing recycling, reducing waste, and conserving energy and water. One of the most dynamic and active groups on campus, REP saved the university \$120,000 in its first year of operation, reduced our campus' "ecological footprint," and increased our campus' recycling by 26% in the 2002-2003 school year. Such improvements wouldn't have been possible without the involvement of our entire campus - thus, we need strong leaders to continue inspiring our campus!

HOW TO APPLY

To apply, submit 1) a letter explaining your qualifications for the REP Captain position, the reasons why you want this job, and the hours per week you expect to spend on spring jobs/extracurriculars if selected as REP Captain. If you are work-study eligible, please note this in your letter (note that work-study is neither a requirement nor part of the selection criteria). 2) a resume that includes your year, concentration, dorm, and contact information. Save as *one* Word document entitled, "REP Captain Application [your name]." Email with subject "REP Captain Application" to Allison Rogers, Tasha Bartch, and Lindsay Crouse. Applications due Friday, December 12, 2004. Please email us if you have any questions or need an extension.

JOB DETAILS

Perks:

- Extremely rewarding; see tangible results of your efforts
- Learn about conservation issues & how Harvard and other large organizations are run
- Gain experience interacting with others in a professional setting
- Support from fellow captain and coordinator
- Impressive addition to a resume (Past captains have earned campus leadership awards, environmental fellowships, and other post-graduate fellowships in recognition of their work.)
- Workspace in Green Campus Initiative Office
- Opportunities to write articles, present at conferences

Duties and Responsibilities:

- Manage 15-17 student employees
- Plan and monitor themed activities in two-week periods, using proven educational and marketing tools

- Plan and run biweekly meetings and fall orientation
- Work closely with the other Captain, Yard team, and the Coordinator
- Work with the Steering Group, which consists of representatives from our funders and the Environmental Action Committee
- Work with Undergraduate Council, Dean's Office, campus publications, and other campus offices
- Meet many deadlines with short notice
- Write regular email updates three times a week
- Document REP successes and methods for improvement
- Research and write information sheets for the REPs to use - this often involves finding information from other universities, books, internet and scholarly sources
- Recruit and interview REP candidates in first two weeks of September (with potential additional hours if you arrive back to Harvard early)
- Work 10 hours per week (excluding finals)
- One year (two consecutive semesters) commitment.

Qualifications and Requirements:

- Vision for the Resource Efficiency Program and conservation at Harvard in general
- Passion and enthusiasm about campus environmentalism
- Professional attitude in personal interactions and written communication
- Initiative, self-motivation, and strong sense of responsibility
- Excellent time management, organizational, and written communication skills
- Sensitivity to other viewpoints
- Ability to resolve problems quickly
- Promptness with emails; Ability to meet deadlines; Not over-committed
- Attendance at biweekly REP meetings and monthly Steering Group meetings (both @1.5 hr)
- Preferably a rising junior or senior (but not writing a thesis)
- Living on campus
- Familiarity with digital photography or web design helpful
- Prefer candidates who can work (paid hours) with the Coordinator for at least a week over the summer

Do it for the environment, do it for your children, do it for Harvard, do it for your resume, do it because you care ... just do it!

- Are you outgoing, creative, and interested in environmental issues?

- Do you have what it takes to change Harvard's culture?

- Hoping to strengthen your house/Yard community, while also getting to know the Harvard ropes on your own?

- Looking for a 4 hour/week part-time job?

- Want to gain leadership skills and build your resume?

Apply to be your Houses' Rep!