



2017 Summer Fellowship: Communications & Engagement

Position Title: Communications & Engagement Fellow

Deadline to Apply: May 26, 2017

Target Start Date: June 5th, 2017

Term: Full-time for 10 weeks.

Location: Home-Based

Payment Terms: \$4,000 stipend

Supervisor: Cuchulain Kelly, SPLC's Communications Coordinator

About SPLC

The Sustainable Purchasing Leadership Council (SPLC) is a non-profit organization whose mission is to support and recognize purchasing leadership that accelerates the transition to a prosperous and sustainable future. The Council's programs and community of practice help organizations:

- **prioritize** opportunities to influence the social, environmental and economic life cycle impacts of purchased goods and services,
- **identify** existing leadership standards and approaches that address these priorities,
- **benchmark** progress toward goals, and
- **receive** recognition for advancement.

About the Position

SPLC is seeking a fellow for Summer 2017 to assist with communications and engagement activities. Responsibilities may include:

- Assist with biweekly newsletter compilation, including assembling content for regularly recurring sections such as "News You Can Use", job postings, and member spotlights
- Help prepare, run, and analyze SPLC's annual member satisfaction survey
- Conduct interviews with SPLC member representatives for publication on SPLC's Blog and in SPLC's newsletter
- Collect testimonials from members for use in marketing
- Identify and implement ways to improve the public-facing SPLC website, including by identifying out of date content, inconsistent messaging, "buried" content, and confusing navigation
- Research external conferences to attend, potential speaking opportunities, and presentation proposal deadlines
- Call members and non-members to learn how SPLC messaging is being received and perceived
- Assist with further developing SPLC's utilization of social media, especially LinkedIn
- Research and answer questions posted by members in the online Member Community
- Enhance SPLC's [Case Study Library](#) by improving abstracts and categorization as part of a larger project to convert the library into a database-driven format
- Assist with legwork for working groups and committees, as needed

Required Qualifications

- Current enrollment in or recent graduate from a relevant graduate or undergraduate degree program (e.g., supply chain management, sustainability, etc.), or, demonstrated understanding of procurement and supply chain functions and processes, and sustainability concepts.
- Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint
- Proficiency editing websites via a content management system, such as Wordpress, and basic understanding of HTML.



SUSTAINABLE PURCHASING LEADERSHIP COUNCIL

- A computer, phone, and broadband internet connection.

Desired Skills & Experience

- Excellent written and verbal communication skills.
- Experience and skills suitable for working in a virtual environment.
- Ability and appetite to learn new skills and subject matter in a self-directed way.
- Ability to work well independently, and, to recognize when delivering on tasks successfully requires proactively seeking input from the supervisor and/or colleagues.
- Passion for and commitment to SPLC's mission

Submission Instructions

Interested applicants should send resume and cover letter to apply@sustainablepurchasing.org with the subject line "SPLC 2017 Summer Fellow" **by May 26th, 2017**. Due to very limited staff capacity, only those selected for interviews will be contacted.