Do you want to be part of Gaia Education's communications and admin team in Edinburgh?

Gaia Education is a provider of sustainability education and we are looking for a person who can help in our communications and admin team. As a member of the Gaia Education team, you will enjoy an environment of continuous learning and development that will enable you to fulfil your academic, professional and personal goals.

Responsibilities

- Communication with all Gaia Education students/prospective students about courses, products, and other inquiries;
- Supporting communications and marketing with social media, newsletters and other external communications;
- Supporting fundraising with course evaluation, data collection, and data analysis for all face-to-face and e-learning courses;
- Product management, packing and shipping (stock in the Edinburgh office);
- Support the overall management team with administrative duties;
- General office management (weekly activities, meetings, supplies, travel arrangements, etc);
- Ecovillage Design education - application management

Qualifications

- Hands on experience in content management
- Excellent written English
- Knowledge of online marketing channels
- Familiarity with Social Media tools and scheduling
- Excellent communication skills
- Analytical and multitasking skills
- A BSc degree in Marketing or relevant field is preferable but not required

The position is placed in Edinburgh and you will be responding to Gaia Education's Marketing and Communications Manager Saskia Rodrigues. Gaia Education honors work-life balance, and you are welcome to be working from home some of the time, but as this position has some general Office Management responsibilities you have to be present at our office at least one time weekly to take care of tasks in the office.

Location: Edinburgh, Scotland
Job type: Part-time (15-20 hours days per week, which might be increase over time)

How to apply: Please send your letter of interest and your CV to info@gaiaeducation.org.
Application deadline: September 10th, 2021
Interviews: From September 13th to 17th
Preferred start date: As soon as possible.

Any questions - please reach out to saskia@gaiaeducation.org

About Gaia Education

Gaia Education is an international organisation active in 55 countries on six continents, with a 15-year track record in education for sustainable development and with more than 25,000 graduates around the world and 146 partner organisations.

Gaia Education is a provider of sustainability education that promotes thriving communities within planetary boundaries. Drawing from the experience and expertise of a network of some of the most successful transition settings, ecovillages, and community projects across Earth, Gaia Education creates educational programmes for individuals, communities, intergovernmental agencies, academic institutions and ethical businesses.

Working in close collaboration with a global team, you will be able to transform your drive, creativity, and passion for sustainability into excellent customer service and care for individuals, converting interest into engagement and engagement into transformative activity.

www.gaiaeducation.org