

JOB DESCRIPTION

COMMUNICATIONS OFFICER - UNIVERSITY OF VICTORIA SUSTAINABILITY

PROJECT

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. The UVSP Communications Officer provides administrative and communications assistance to the UVSP Board of Directors.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSP Board of Directors and the University of Victoria Students' Society through the General Manager.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Assists the UVSP Board in administrative tasks.
2. Assists the UVSP Board in the maintenance of e-mails, website, and social media accounts.
3. Assists the UVSP Board in drafting Board of Directors' meeting agendas and assists in ensuring minutes are prepared and distributed in a timely manner.
4. Assists the UVSP Board in coordinating UVSP's annual General Meeting.
5. Assists the UVSP Board in coordinating orientation workshops when applicable.
6. Assists the UVSP Board in developing relationships with student groups, faculty, staff, community organizations, and university administration.
7. Assists the UVSP Board in recruiting and coordinating volunteers.
8. Assists the UVSP Board in carrying out the UVSP grant process.
9. Provides updates on UVSP projects.
10. Develops the UVSP mailing list, updates contacts, and sends periodic newsletters.
11. Performs other related duties as required.

QUALIFICATIONS:

1. Must be a member in a good standing of the University of Victoria Students' Society.
2. Demonstrated commitment to environmental causes and sustainable practices.
3. Strong organizational and office skills including experience with word processing and spreadsheets.
4. Excellent written and verbal communication skills.
5. Demonstrated experience with campaign organizing and outreach.
6. Demonstrated volunteer coordination experience.
7. Word Press and social media experience an asset.

8. Experience producing minutes an asset.
9. Experience with non-profit governance, knowledge of constitutions, by-laws, and policies an asset.
10. Ability to work independently and with little supervision.
11. Willingness to work flexible days and hours.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.