

JOB DESCRIPTION

STUDENT OF COLOUR COLLECTIVE (SOCC) OFFICE COORDINATOR – STUDENTS OF COLOUR COLLECTIVE

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Office Coordinator for the UVSS Students of Colour Collective.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the Students of Color Collective 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. Participate in collective meetings.
2. In a joint effort with the Students of Color Collective, will supervise the work study and/or project staff.
3. Develop, uphold and make available the SOCC Constitution, Policies and procedures.
4. Act as an office administration resource to the collective.
5. In collaboration with the collective maintain the SOCC website, social media accounts, and listservs.
6. Respond to inquiries, including but not limited to phone, email, social media, and in person.
7. In collaboration with the collective develop SOCC print materials such as pamphlets and posters
8. In collaboration with the Collective establish and maintain active coalitions with UVSS Constituencies and relevant social justice organizations.
9. Represents Students of Colour Collective in financial and legal dealings with the UVSS including managing the SOCC Trust account, in collaboration with the collective.
10. Act as a signing authority for SOCC, in collaboration with the collective.
11. Prepare SOCC's Budget and the UVSS Advocacy Council reports at the beginning of each semester, in collaboration with the collective.

QUALIFICATIONS:

1. Demonstrated commitment and experience of a minimum of 1 year working in an anti-racism and anti-colonialism organisation.
2. Demonstrated respect for various abilities, genders, sexualities and socio-economic realities.
3. Demonstrated experience preparing budgets and financial reports.
4. Demonstrated experience in facilitation.
5. Demonstrated experience in volunteer coordination.
6. Ability to work independently and within a collective framework.
7. Ability to organize, prioritize and follow through.
8. Experience working within a non-profit organization an asset.

This is a temporary job filled by a term employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

This position is restricted to people of colour (see Charter of Rights and Freedoms, Article 12, Subsection 2).