

## JOB DESCRIPTION

### **COORDINATOR – NATIVE STUDENTS UNION**

#### UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Provide advocacy, events, and programming for Indigenous students at UVic.

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports to the Native Students Union Council and the University of Victoria Students' Society through the Executive Director.

#### **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. Draft and review the NSU Constitution and Bylaws and policies, and make them accessible to Collective members and staff.
2. Monitor NSU expenses, provide financial reports to the Collective, and liaise with UVSS Accounting staff as needed.
3. Maintain the NSU email list and respond to telephone, email, and in-person inquiries.
4. Maintain office hours and ensure the NSU space is inclusive and accessible.
5. Develop and facilitate workshops on campus.
6. Plan, actively advertise, and provide reports at Council and annual general meetings, and ensure vacant Council positions are filled.
7. Maintain active communication with the NSU representative on the UVSS Board, including supporting their participation on the UVSS Advocacy Relations Committee.
8. Coordinate NSU outreach, projects, and events.
9. Coordinate Work Study students, including developing job descriptions and work plans, hiring, training, supervising, and providing feedback.
10. Maintain a current list of community resources and provide crisis referrals.
11. Develop and maintain physical, digital, and in-person outreach materials.
12. Maintain website and social media accounts.
13. Establish and maintain active coalitions with UVSS Advocacy Groups and relevant organizations.
14. Other related duties as assigned by the Executive Director.
15. Maintain communication with other Indigenous organizations on campus such as IACE, CIRCLE, and the HSD ISSC.
16. Other duties as required by NSU Council or the Executive Director.

#### **QUALIFICATIONS:**

##### **Required:**

1. Enrollment in or completion of a relevant degree program and/or two-years of equivalent paid or volunteer experience.
2. Demonstrated experience working within intersectional anti-imperialist frameworks and organizing principles, including, but not limited to: social justice, decolonization, anti-racism, gender and sexual diversity, anti-ableism, and accessibility.

3. At least two-years' experience working in Indigenous communities (band/nation, organization, etc.).
4. At least one-year of direct anti-oppressive organizing and activism experience.
5. At least one-year of demonstrated experience providing peer support.
6. At least one-year of experience managing organizational social media accounts.
7. Minimum one-year of experience coordinating volunteers.
8. Minimum one-year of facilitation experience (leading workshops and meetings, teaching, etc).
9. Demonstrated experience working both independently and within a non-hierarchical organization.
10. Demonstrated experience managing multiple competing projects.
11. Excellent written and verbal communication and interpersonal skills.

**Preferred:**

1. Familiarity with consensus decision-making models.
2. Experience with WordPress, Microsoft Office, email lists, and the Google Suite.
3. Experience working with non-profit organizations.
4. Commitment to unlearning internalized oppressive values.
5. Ability to organize in participatory, inclusive, and non-hierarchical frameworks.
6. Demonstrated recognition, sensitivity, and understanding of the diverse issues surrounding oppression(s).
7. Demonstrated understanding of local Indigenous structures, protocols and culture.

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

This position is restricted to self-identified Indigenous people, consistent with the objective of the amelioration of conditions of disadvantaged individuals or groups who are disadvantaged because of race, colour, ancestry, place of origin, physical or mental disability, sex, sexual orientation, or gender identity or expression.