

JOB DESCRIPTION

UNIVERSITY OF VICTORIA SUSTAINABILITY PROJECT (UVSP) OFFICE COORDINATOR - UVSP

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Promote sustainability on campus and 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, but is under the overall authority of 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 UVSP's policies, and make them accessible to Board members and staff.
2. Monitor UVSP's expenses, provide financial reports to the UVSP Board, and liaise with UVSS Accounting staff as needed.
3. Work with the UVSP Board to promote sustainability on campus through organizing programming, campaigns, events and research.
4. Conducts administrative tasks on behalf of the UVSP board.
5. Manage the UVSP e-mails, website, social media accounts, mailing list and send periodic newsletters.
6. Assist the UVSP Board Chairperson in drafting Board meeting agendas and assist the UVSP Board Secretary in preparing and distributing minutes.
7. Coordinate the UVSP's Annual General Meeting in collaboration with the UVSP board.
8. Organize and deliver workshops independently or in collaboration with the UVSP Board.
9. Develop relationships with student groups, faculty, staff, community organizations, and university administrators.
10. Lead the UVSP Board in recruiting and coordinating volunteers.
11. Coordinate the UVSP grant proposal and approval process.
12. Oversee UVSP staff and Work Study students, including developing job descriptions and work plans, hiring, training, supervising, and providing feedback.
13. Establish and maintain relationships with UVSS Advocacy and Affiliated Groups and relevant social justice and environmental organizations.
14. Ensure staff follow all UVSS policies and procedures, notifying the Executive Director of any breaches.
15. Ensure that the UVSP is a safer space, in collaboration with the Executive Director.
16. Other related duties as assigned by the UVSS Executive Director.

QUALIFICATIONS:

Required:

1. Minimum 1 year of experience implementing sustainable initiatives.
2. Minimum 1 year of experience supervising staff.

3. Minimum 1 year of volunteer coordination.
4. Enrollment in or completion of a relevant degree program and/or six-months of equivalent paid or volunteer experience.
5. Experience working or volunteering with environmental causes and sustainable practices.
6. Demonstrated experience working within anti-racist and anti-colonial frameworks.
7. Demonstrated understanding and knowledge on the interconnectedness of environmental issues/racism/colonialism.
8. Ability to work independently and with little supervision.
9. Excellent written and verbal communication and interpersonal skills.
10. Willingness to work flexible days and hours.

Preferred:

1. Experience with WordPress, Microsoft Office, and the Google Suite.
2. Experience with Facebook, Instagram, and/or other relevant social media.
3. Experience working or volunteering with non-profit or other applicable organizations.
4. Experience taking and producing agendas and minutes.
5. Knowledge of non-profit bylaws, policies, and procedures.
6. Ability to organize in participatory, inclusive, and non-hierarchical frameworks.
7. Demonstrated recognition, sensitivity, and understanding of the diverse issues surrounding oppression(s).

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.