

## **JOB DESCRIPTION**

### **POLICY, RESEARCH & COMMUNICATIONS MANAGER – UVSS BOARD OF DIRECTORS UNIVERSITY OF VICTORIA STUDENTS' SOCIETY**

#### **FUNCTION:**

1. The Policy, Research and Communications Manager provides administrative support and strategic marketing and communications advice to the UVSS Board of Directors (the Board), including projects, campaigns, services, and strategic plan goals and initiatives.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to the Board through the Executive Director.
2. Oversees the Member Outreach & Communications, External Relations Officer, Food Bank & Free Store and Peer Support Centre Officers and relevant UVic Work Study positions.

#### **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. Provides advice on the interpretation and application of the Society's constitution, bylaws and policies; Robert's Rules of Order; University Act; Societies Act; University of Victoria's regulations; and other legislation affecting the Society.
2. Identifies areas of improvement for the Society's policies and bylaws and proposes policy and bylaw amendments.
3. Serves as the Society's official record keeper, including organizing and preserving the Board's archives.
4. Attends Board meetings, produces agendas and minutes, and ensures they're prepared and distributed in a timely manner.
5. Files the annual report, changes in directors, and special resolutions with BC Registry Services, and liaises with other government and University agencies as needed on behalf of the Board.
6. Provides logistical support to the Electoral Office, in collaboration with the Electoral Committee and Human Resources and Administration Services Manager.
7. Develops and manages marketing and communication strategies for the Board in collaboration with the Art Director, aligning them with the Society's mission and goals.
8. Liaises with the Graphic Design Department to determine project guidelines and requirements.
9. Coordinates interviews with official spokespeople and prepares them with communications talking points.

Subject to final approval from the USW Union

10. Actively monitors various media channels for emerging issues and trends, while staying updated on branding, marketing, advertising, and digital communications developments.
11. Drafts and edits news releases, briefing notes, speeches, web content, brochures, backgrounders, presentations and other written communication materials
12. Proposes strategies and practices to enhance member engagement and members' understanding of the important role of the Students' Society.
13. Coordinates campaigns on the issues of post-secondary education, affordable housing, public transit, sustainability, safer substance use, sexualized violence, and other student issues.
14. Develops lobbying strategies for the Board to address student issues with the University of Victoria and all levels of government.
15. Provides administrative support, strategic advice, and training to the Board on campaigns, services, events, and projects, committee and general meetings
16. Supports Lead Directors in budget preparation and expenditure monitoring while coordinating annual Board and Lead Director orientations in collaboration with Excluded Managers.
17. Trains, schedules, and supervises the Member Outreach & Communications, External Relations Officer, Food Bank & Free Store, and Peer Support Centre Officers and relevant UVic Work Study positions.
18. Manages the day-to-day operations of the Communications office, develops work plans, and ensures that all projects are effectively completed.
19. Ensures that the Board work environment and the Board of Directors & Communications Offices are safer spaces, in collaboration with Excluded Managers.
20. Other related duties assigned by the Executive Director.

## **QUALIFICATIONS:**

### **Required:**

1. Degree or diploma in communications, or an equivalent combination of education, training and experience.
2. Minimum three years' working experience in communications.
3. Minimum two years' experience in budgeting and financial management, and
4. Minimum two years' experience in staff supervision.
5. Demonstrated knowledge of and experience with of communications, public and media relations, campaign organizing, research and policy-development skills.
6. Demonstrated proficient in Microsoft Office, Google applications, website content management systems, email marketing tools, and various related software.
7. Demonstrated strong project management organizational skills in a fast-paced environment.
8. Demonstrated expertise in collaborative decision-making and inclusive practices, alongside a deep respect for diverse backgrounds.
9. Available to work 35 hours per week within standard business hours including availability for some evening and weekend work, and ability to travel for work on occasion.

**Preferred:**

1. Demonstrated understanding of the university students' society, political processes, and government decision-making structures, including knowledge of governing documents and electoral procedures.
2. In-depth expertise in key student issues such as public transit, substance use, mental health, sustainability, affordable housing, and sexualized violence.
3. Demonstrated ability to collaborate with graphic artists, website designers and/or video producers.
4. Experience working and/or managing in a unionized environment.
5. Demonstrated respect for various abilities, genders, sexualities and socioeconomic realities.

**This is a permanent job filled by a full-time employee and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.**