

JOB DESCRIPTION

SOCC OUTREACH OFFICER – STUDENTS OF COLOUR COLLECTIVE

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. The Outreach Officer provides administrative support to the Students of Colour Collective (SOCC) and assists in the projects, campaigns, and goals set by SOCC.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the Students of Colour 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. Participates in collective meetings.
2. Assists the SOCC Office Coordinator in maintaining social media accounts.
3. Assists the SOCC Office Coordinator in developing SOCC print materials.
4. Assists the SOCC Office Coordinator in developing and implementing a strategic plan for outreach.
5. Assists the SOCC Office Coordinator in organizing workshops, events and outreach efforts.
6. Assists the SOCC Office Coordinator in community outreach.
7. Collaborates with work-study staff.
8. Other related duties as required.

QUALIFICATIONS:

1. Must be a member in a good standing of the University of Victoria Students' Society.
2. Minimum of six months working in an anti-racism and anti-colonialism organization.
3. Demonstrated respect of various abilities, genders, sexualities and socio-economic realities.
4. Excellent written and verbal communication skills.
5. Ability to work independently and within a collective framework.
6. Ability to organize, prioritize and accomplish tasks.
7. Experience working within a non-profit organization an asset.
8. Experience in community outreach is an asset.

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.

This position is restricted to Indigenous and/or People of Colour (see Charter of Rights and Freedoms, Article 12, Subsection 2).