

## JOB DESCRIPTION

### **MEMBER OUTREACH & COMMUNICATIONS OFFICER**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. The Member Outreach and Communications Officer provides outreach and communications support for and assists in the projects, campaigns, and goals set by the UVSS Board of Directors.

#### **ORGANIZATIONAL RELATIONSHIP:**

Reports and is responsible to the Board of Directors and the Research and Communications Manager but 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. Assists the Research and Communications Manager and the Lead Directors.
2. Assists in the maintenance of the UVSS website and social media accounts.
3. Assists in the coordination of the volunteer program.
4. Assists in the implementation of member outreach programs and services.
5. Assists the Research and Communications Manager in campaign organizing, research, and lobbying.
6. Assists in the maintenance of the Society's records and historical materials.
7. When the Research and Communications Manager is unavailable, prepares Board meeting agendas, takes minutes, and ensures minutes are edited and distributed in a timely manner.
8. Assists in the planning, organization and facilitation of the annual Board orientation, and helps prepare all necessary materials.
9. Assists in the coordination and production of Board publications and informational materials.
10. Attends meetings and events when directed.
11. Other related duties as assigned by the Research and Communications Manager or Executive Director.

## **QUALIFICATIONS:**

Required:

1. Minimum six (6) months' experience working or volunteering in an office environment.
2. Demonstrated strong communication skills and confidence performing member outreach.
3. Demonstrated ability in content production for social media platforms.
4. Demonstrated understanding of the purposes and functions of non-profit societies.
5. Demonstrated understanding of the post-secondary education system in British Columbia, including funding, accessibility, and governance.
6. Demonstrated experience maintaining confidentiality.
7. Excellent written and verbal communication skills.
8. Demonstrated experience with Microsoft Office, Google Drive, WordPress, and other related office software.
9. Demonstrated ability to work independently with little supervision as well as contributing positively in a team environment.
10. Knowledge and understanding of equity issues and creating inclusive spaces.
11. Willingness to work flexible hours and days.
12. Must be a member in a good standing of the University of Victoria Students' Society.

Preferred:

- 1 Work or volunteer experience with a non-profit.
2. Demonstrated experience coordinating volunteers or employees.
3. Demonstrated experience taking and producing minutes.
4. Demonstrated knowledge of non-profit bylaws, policies, and procedures.
5. Demonstrated understanding of disability, gender, sexuality, race, and class.
6. Understanding of public transit, environmental sustainability, affordable housing, sexualized violence prevention, safer substance use, colonialism, and other social justice issues.

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.