

JOB DESCRIPTION

SOCIETY FOR STUDENTS WITH A DISABILITY EDUCATION & ADMINISTRATION **COORDINATOR – SOCIETY FOR STUDENTS WITH A DISABILITY**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. The Education and Administrative Coordinator provides administrative support to the Society for Students with a Disability (SSD) and assists in the projects, campaigns, and goals set by the SSD.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the SSD Board of Directors and the General Manager through the SSD Office Coordinator.

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. Develops and facilitates educational plans at workshops and seminars.
2. Assists the Office Coordinator in performing daily administrative tasks.
3. Maintains the SSD website, email list and social media, in collaboration with the Office Coordinator.
4. Assists SSD members with navigating SSD's computer systems and adaptive technology.
5. Liaises with community organisations to build and maintain a network of contacts for SSD.
6. Assists with event organising.
7. Develops, upholds and makes available the SSD Constitution & Bylaws, policies and procedures.
8. Gives bi-weekly updates of new networks formed to the SSD Council.
9. Other related duties as assigned by the Office Coordinator.

QUALIFICATIONS:

1. Minimum of one year working for a disability organisation.
2. Minimum one year of experience in office administration.
3. Experience in educational training.
4. Experience working within a non-profit organization an asset.
5. Experience with anti-violence and anti-colonial communication and creating safe spaces.
6. Demonstrated understanding of disability advocacy, discourse and praxis.
7. Experience organising and facilitating workshops, seminars and events.
8. Experience with drafting and interpreting policy.
9. Strong computer skills.
10. Excellent written and verbal communication skills.
11. Adaptive technology training an asset.

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.

Preference will be given to a candidate with a disability.