

JOB DESCRIPTION

STUDENT OF COLOUR COLLECTIVE (SOCC) OFFICE COORDINATOR – STUDENTS OF COLOUR COLLECTIVE

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Provide advocacy for Black, Indigenous, and People of Colour at UVic and in the community.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the Students of Color Collective and the University of Victoria Students' Society through 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 the SOCC Constitution and Bylaws and policies, and make them accessible to Collective members and staff.
2. Prepare SOCC's budget and UVSS Advocacy Relations Committee financial reports, monitor expenses, provide financial reports to the Collective, and liaise with UVSS Accounting staff as needed.
3. Update the SOCC email list and respond to telephone, email, and in-person inquiries.
4. Maintain office hours and ensure the Collective's space is inclusive and accessible.
5. Plan, actively advertise, and provide reports at Collective and annual general meetings, and ensure vacant Collective positions are filled.
6. Maintain active communication with the SOCC representative on the UVSS Board, including supporting their participation on the UVSS Advocacy Relations Committee.
7. Manage Work Study positions, including developing job descriptions and work plans, hiring, training, supervising, submitting payroll and providing feedback.
8. Develop and maintain physical, digital, and in-person outreach materials.
9. Maintain website and social media accounts.
10. Establish and maintain active coalitions with UVSS Advocacy Groups and relevant social justice organizations.
11. In collaboration with the Collective, coordinate social justice outreach, projects, and events.
12. Other related duties as assigned by the Executive Director.

QUALIFICATIONS:

Required:

1. Enrollment in or completion of a relevant degree program and/or two-years of equivalent paid experience.
2. Demonstrated experience working within intersectional feminist frameworks, including, but not limited to: social justice, anti-racism, and de-colonization.
3. Direct anti-oppressive organizing and activism experience.

4. Demonstrated experience providing peer support.
5. Experience maintaining social media accounts for an organization.
6. Minimum one year of facilitation experience (workshop and meeting facilitation, teaching, etc).
7. Minimum one-year preparing budgets and providing financial reports.
8. Demonstrated experience working independently.
9. Demonstrated experience managing multiple competing projects.
10. Minimum one year of experience coordinating volunteers.
11. Excellent written and verbal communication and interpersonal skills.

Preferred:

1. Familiarity with consensus decision-making models.
2. Experience with WordPress, Microsoft Office, and the Google Suite.
3. Experience working with non-profit and/or non-hierarchical organizations.
4. Commitment to unlearning internalized oppressive values.
5. Ability to organize in participatory, inclusive, and non-hierarchical frameworks.
6. 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.

This position is restricted to people of colour (see Charter of Rights and Freedoms, Article 12, Subsection 2).