

JOB DESCRIPTION

COMMUNICATIONS OFFICER - UNIVERSITY OF VICTORIA SUSTAINABILITY PROJECT (UVSP)

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. The UVSP Communications Officer works to promote sustainability on campus and provides administrative and communications assistance to the UVSP Board of Directors.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSP Board of Directors and the University of Victoria Students' Society, but is 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. Work with the UVSP Board to promote sustainability on campus through organizing programming, campaigns, events and research.
2. Assist the UVSP Board in administrative tasks.
3. Assist the UVSP Board in the maintenance of e-mails, website, and social media accounts.
4. Assist the UVSP Board in drafting Board of Directors' meeting agendas and in ensuring minutes are prepared and distributed in a timely manner.
5. Assist the UVSP Board in coordinating UVSP's Annual General Meeting.
6. Assist the UVSP Board in coordinating, programming and delivering workshops.
7. Assist the UVSP Board in developing relationships with student groups, faculty, staff, community organizations, and university administrators.
8. Assist the UVSP Board in recruiting and coordinating volunteers.
9. Assist the UVSP Board in carrying out the UVSP grant process.
10. Provide updates on UVSP projects.
11. Maintain the UVSP mailing list and send periodic newsletters.
12. Other related duties as assigned by the UVSS Executive Director.

QUALIFICATIONS:

Required:

1. Must be a member in good standing of the University of Victoria Students' Society (a current undergraduate student).
2. Enrollment in or completion of a relevant degree program and/or six-months of equivalent paid or volunteer experience.
3. Demonstrated experience working or volunteering with environmental causes and sustainable practices.
4. Demonstrated experience working within anti-racist and de-colonial frameworks.
5. Demonstrated understanding and knowledge on the interconnectedness of environmental issues/racism/colonialism.
6. Demonstrated experience with campaign organizing and outreach.
7. Demonstrated volunteer coordination experience.
8. Ability to work independently and with little supervision.

9. Excellent written and verbal communication and interpersonal skills.
10. Willingness to work flexible days and hours.

Preferred:

1. Demonstrated experience with WordPress, Microsoft Office, and the Google Suite.
2. Demonstrated experience with Facebook, Instagram, and/or other relevant social media.
3. Demonstrated experience working or volunteering with non-profit or other applicable organizations.
4. Demonstrated experience taking and producing agendas and minutes.
5. Demonstrated knowledge of non-profit bylaws, policies, and procedures.
6. Ability to organize in participatory, inclusive, and non-hierarchical frameworks.
7. Demonstrated recognition, sensitivity, and understanding of the diverse issues surrounding oppression(s).

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.