

JOB DESCRIPTION

EXTERNAL RELATIONS OFFICER

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

JOB FUNCTION:

1. In accordance with the Society's mission, vision and values, in addition to the strategic direction set by the Board of Directors, the External Relations Officer provides government relations and lobbying support to the UVSS Board of Directors.

ORGANIZATIONAL RELATIONSHIP:

1. Reports and is responsible to the Research and Communications Manager, but under the overall authority of the Administration and Services 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 of Victoria and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Assist the Director of Campaigns and Community Relations with external lobbying initiatives.
2. Communicate regularly with all levels of government to advocate for student issues.
3. Assist the Board of Directors to prepare government submissions, policy papers, and briefing documents.
4. Support the Board's research-based advocacy by conducting mixed-method research projects.
5. Assist the Director of Campaigns and Community Relations with coordinating campaigns and media content related to government relations. This may include preparing media kits, news releases, media advisories, and social media campaigns.
6. Assist the Director of Campaigns and Community Relations with liaising between provincial and national student organizations.
7. Assist in scheduling, organizing, and planning meetings and other administrative duties as required.
8. Liaise with, and represent the Society on, external organizations, committees (such as the Sexualized Violence Special Events Committee and Wellness Week) and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies, or by the Board of Directors.
9. Work with UVSS Lead Directors, on-campus organizations, and off-campus groups to build support for advocacy.
10. Assist other directors in their duties as needed.
11. Other duties as assigned by the Research and Communications Manager or Administration and Services Manager.

QUALIFICATIONS:

Required:

1. A member in good standing of the University of Victoria Students' Society (a current undergraduate student).
2. Minimum six (6) months' work or volunteer experience in advocacy and/or social justice.
3. Familiarity with government policy documents and demonstrated experience conducting research related to post-secondary issues or other policy areas relevant to UVSS campaigns.
4. Demonstrated experience preparing news releases, briefs, media responses, and/or social media campaigns.
5. Demonstrated understanding of the post-secondary education system in British Columbia, including funding, accessibility, and governance.
6. Demonstrated understanding of implementing the principles of equity in issues such as public transit, environmental sustainability, affordable housing, post-secondary costs, sexualized violence prevention, safer substance use, and colonialism in the post-secondary context.
7. Demonstrated experience maintaining confidentiality.
8. Excellent written and verbal communication skills.
9. Demonstrated experience with Microsoft Office, Google Drive, Google Docs, WordPress, and other related office software.
10. Demonstrated ability to work independently as well as contribute positively in a team environment.
11. Willingness to work flexible hours and days.

Preferred:

1. Experience working or volunteering in government relations.
2. Demonstrated understanding of social justice, decolonization, gender and sexual diversity, disability, race, and class.
3. Demonstrated knowledge of non-profit bylaws, policies, and procedures.

This is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.