

JOB DESCRIPTION

COMMUNICATIONS OFFICER - UVIC PRIDE

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. The UVic Pride Communications Officer works to promote sexual orientation and gender diverse inclusivity and leadership on campus and provides administrative and communications assistance to the UVic Pride Coordinator and Pride Council.

ORGANIZATIONAL RELATIONSHIP:

1. Reports and is responsible to the Pride Council through the Pride Coordinator, 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 Pride Coordinator to promote LGBTQ+ inclusion and leadership on campus through organizing programming, campaigns, events and research.
2. Assist the Pride Coordinator in administrative tasks.
3. Assist the Pride Coordinator in the maintenance of e-mails, website, and social media accounts.
4. Assist the Pride Coordinator in drafting UVic Pride Council's meeting agendas and in ensuring minutes are prepared and distributed in a timely manner.
5. Assist the Pride Coordinator in coordinating UVic Pride's Annual General Meeting.
6. Assist the Pride Coordinator in coordinating, programming and delivering workshops.
7. Assist the Pride Coordinator in developing relationships with student groups, faculty, staff, community organizations, and university administrators.
8. Assist the Pride Coordinator in recruiting and coordinating volunteers.
9. Maintain the UVic Pride mailing list and send periodic newsletters.
10. Other related duties as assigned by the UVSS Executive Director or Pride Coordinator.

QUALIFICATIONS:

Required:

1. Must be a member in good standing of the University of Victoria Students' Society (a current undergraduate student).
2. Demonstrated experience working or volunteering with LGBTQ+ advocacy & leadership.
3. Demonstrated experience working within anti-racist and de-colonial frameworks.
4. Demonstrated understanding and knowledge on intersectionality..
5. Demonstrated experience with campaign organizing and outreach.
6. Demonstrated volunteer coordination experience.
7. Ability to work independently and with little supervision.
8. Excellent written and verbal communication and interpersonal skills.

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).
8. Willingness to work flexible hours.

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.