



Job Posting - Constituency Groups Director

Position Title: Constituency Groups Director

Organization: University of Victoria Students' Society (UVSS)

Location: Victoria, British Columbia

Reports To: UVSS Executive Director

Organizational Summary:

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.

The Role:

The Constituency Groups Director provides managerial oversight, as well as operational and administrative support to UVSS Constituency Groups and the Native Students' Union (NSU), including helping to coordinate their projects, events, campaigns, programming, goals and other initiatives. Working in collaboration with UVSS Marketing and Communication, Accounting and the Director of Student Affairs, the Constituency Groups Director is responsible the review and approval of budgets and the development and approval of outreach materials for Constituency Groups and the Native Students' Union (NSU).

Duties and Responsibilities:

Constituency Group Operations

- Support the day-to-day operations of UVSS Constituency Groups and the Native Students' Union. This includes, but is not limited to: program development, planning events, providing oversight to budgets, and conducting outreach to their respective constituents.
- Attend Advocacy Relations Committee (ARC) meetings, and meet with relevant student representatives when required.
- Work with Constituency Group and the NSU Coordinators to ensure advertising and marketing materials in conjunction with the UVSS Graphics department.
- Work closely with the Director of Student Affairs, and the Manager of Accounting on Constituency Group and NSU financial operations.

- Advise Constituency Group and NSU Coordinators and volunteers of governance mechanisms and processes.
- Provide advice on the interpretation and application of the UVSS' and Constituency Groups' constitutions, bylaws and policies.
- Develop, uphold and/or update policies and procedures that identify the roles and responsibilities of UVSS Constituency Groups and NSU.
- Propose policy and bylaw amendments to the ARC, in collaboration with the Director of Student Affairs.
- Assist Constituency Group and NSU Coordinators with their respective Board recruitment and orientations.
- Facilitate/Mediate Constituency Group or NSU member conflicts, or conflict among Constituency Group and/or NSU staff.
- Assist the Coordinators in coordinating and hosting outreach events for Constituency Groups and NSU on campus
- Assist Constituency Groups and NSU with volunteer resource management.

Planning and Administration

- Implement/update office procedures and systems within each constituency group for better functionality.
- Monitor department budgets and maintain a cost-effective operation.
- Propose strategies and practices to enhance member engagement and members' understanding of the important role of Constituency Groups.
- Compile and assist Constituency Groups and NSU in writing annual reports by setting deadlines, determining content standards and training Constituency Group and NSU Coordinators on writing annual reports, and reviewing and approving before it is published on UVSS websites.
- Collaborate with Marketing and Communications on department needs, including web content, brochures, backgrounders, presentations and other written communication materials, including the Annual Report.
- Organize and implement an annual Constituency Groups and NSU training program for ARC executives.
- In collaboration with Constituency Group and NSU Coordinators, develop, maintain, and update Coordinator Manuals.
- Liaise with UVic staff and departments to ensure communication and effective collaboration between Constituency Groups, NSU and the university.
- Work with the Executive Director to ensure that Constituency Groups and NSU have adequate liability and insurance.

Supervision/Management

- Perform managerial and supervisory duties for Coordinators of UVSS Constituency Group and NSU, and other staff within these groups. Managerial duties include hiring and performing progressive discipline if need-

- ed to relevant staff members. Supervisory duties include project management, supporting, and developing Coordinators in Constituency Groups and the NSU by providing feedback and training.
- Organize monthly Constituency Group and NSU Coordinator meetings, and weekly one on ones with each Constituency Group and NSU teams to ensure effective communication, create meaningful staff support, and promote organizational awareness.
 - Schedule individual one-on-ones with staff members on an as-needed basis.
 - Research various systems to encourage efficiency within the Constituency Group Department
 - Research professional development opportunities and maintain up-to-date knowledge of industry trends.
 - Ensure that staff follow all UVSS policies and procedures, notifying the Executive Director of any breaches.
 - Other duties as assigned by the Executive Director.

Experience and Qualifications:

- Degree or diploma in a relevant social science discipline, or an equivalent combination of education, training and experience.
- Minimum two-years' demonstrated experience leading outreach and/or communications, including, but not limited to: relationship-building, promotions, and communicating with diverse audiences or stakeholders using a variety of tactics.
- Minimum two years of experience working in a supervisory role in a non-profit setting.
- Minimum one year of experience developing and monitoring budgets.
- Strong conflict management and leadership skills.
- Excellent written, presentation and oral communication skills.
- Strong interpersonal skills with the ability to work cooperatively with others and build relationships with internal and external stakeholders.
- Ability to work independently and organize time and priorities with limited supervision.
- Demonstrated experience working with paid and volunteer staff using collaborative group decision-making frameworks and anti-oppressive and inclusive organizing practices.
- Experience with Microsoft Office and Google applications, website content management systems, email marketing applications, and other related software and applications.
- Strong project management, organizational skills, and a demonstrated ability to use resourceful thinking to juggle multiple technically complex and challenging projects with conflicting deadlines in a fast-paced environment.
- Experience working within intersectional anti-imperialist frameworks and organizing principles, including, but not limited to: social justice, decolo-

nization, anti-racism, gender and sexual diversity, anti-ableism, and accessibility.

- Demonstrated experience maintaining confidential information.
- Understanding of the purposes and functions of a university students' society, university political processes, and government decision-making structures.
- Experience in volunteer management, including recruitment, and working in a supervisory role in a unionized workplace is considered an asset.

Compensation:

This full-time, salaried position (based on >40hr work-week) offers a competitive salary, pension plan and a generous vacation and benefits package.

How to Apply:

If you are looking for a challenging and deeply rewarding opportunity, and you believe you meet the requirements to be successful in this role, **please submit a cover letter and resume for review before 9:00am, Monday, June 5th, 2023.** Included in your cover letter should be how your previous experience has made you the ideal candidate for this role and which UVSS core values most align with your personal beliefs.

APPLY NOW

Equity, Diversity, and Inclusion:

The UVSS's values include excellence, social justice, and decolonization. We are dedicated to creating a workplace culture of inclusiveness that reflects the diverse students that we serve. We strongly encourage candidates from diverse marginalized identities to apply.

We thank all applicants for applying, however, only those candidates selected for interviews will be contacted.

For more information on UVSS please visit our website: www.uvss.ca

This job ad is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.