2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: EQHR1 – Assistant, Event Organiser

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Equity and Human Rights

CONTACT NAME: Cassbreea Dewis

JOB DESCRIPTION:
The event organizer will assist with event planning for 5 Days of Action and National Day of Remembrance and Action on Violence Against Women

- assist with planning and organizing the event based on results of community consultation
- scheduling and chairing committee meetings
- Coordinate notes and agenda items from meetings
- contacting and scheduling all event participants
- coordinating logistics for the event
- promotion (print materials – design)
- write report summarizing the event

QUALIFICATIONS:

- Knowledge, sensitivity and understanding of human rights, diversity and equity issues
- Ability to plan, coordinate and organize multiple aspects of events
- Ability to communicate and collaborate with diverse groups and individuals and various university offices
- Able to work both as member of team and independently
- Flexible and adaptable
- Excellent written and verbal communication skills
- Skilled self-starter, creative, attention to details

JOB LOCATION ON-CAMPUS: Sedgewick C Building, C115

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 100

HOW TO APPLY:
Please send cover letter and resume to Amy Loggin, Equity and Human Rights eqhr@uvic.ca or deliver to EQHR, Sedgewick C115.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php