JOB TITLE: EQHR1 – Assistant, Event Organizer

DEPARTMENT NAME: Equity and Human Rights

CONTACT NAME: Cassbreea Dewis

JOB DESCRIPTION:
The event organizer will assist with event planning for the 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: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $ 2.50

HOURS AVAILABLE: 150

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 for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php