JOB TITLE:  EQHR2 - Volunteer Coordinator

DEPARTMENT NAME:  Equity and Human Rights

CONTACT NAME:  Moussa Magassa

JOB DESCRIPTION:

Under the supervision of the Human Rights Education Advisor, the role of the EQHR – Work Study/ Volunteer Coordinator is twofold:

(1) Help implement the following EQHR strategic goals:
   • **UVic 5 Days of Action event**: help recruit, supervise and coordinate volunteers to support the different activities during the event.
   • **Anti-Racism campaign**: help to mobilize the campus community in critical dialogue about anti-oppressive practices,
   • **Positive messages campaign**: run an ongoing with the goals of promoting a welcoming and inclusive campus (e.g. posters and other social media)
   • **Human Rights Conversation Cafés**: help design, promote and implement events and projects that promote human rights, equity and social justice by working closely with ISS and CS (e.g. “How to say hi in different ways” event).
   • **EQHR and campus events**: by assisting with other EQHR outreach events (e.g. orientations and others)

(2) Coordinate and supervise volunteers and logistics of the EQHR volunteer program:
   • Coordinate the recruitment, orientation, retention, and deployment of all new volunteers
   • Maintain an up-to-date database and regular communication with volunteers and social media (e.g. Facebook)
   • Coordinate with ISS and CS work study coordinators to host specific events that increase visibility and accessibility of our services and resources
   • Report weekly progress to the UVic Human Rights Education Advisor

QUALIFICATIONS:

- Knowledge, sensitivity and understanding of human rights, diversity and equity issues
- Experience with volunteer engagement
- 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 a member of a team and independently
- Flexible and adaptable
- Excellent written and verbal communication skills
- Skilled self-starter, creative, attention to details
- Familiar with various computer applications (Publisher, Word, PowerPoint, Excel; experience with Photoshop will be an asset)

JOB LOCATION ON-CAMPUS:  Sedgewick Building, Room C115

WORK STUDY WAGE:  $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP:  $ 2.50

HOURS AVAILABLE:  72

HOW TO APPLY:  Please send cover letter and resume to Moussa Magassa, Human Rights Advisor, Education mmagassa@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