2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS29 - Administration and Campaigning Assistant

DEPARTMENT NAME: UVic Students’ Society - Sustainability Project

CONTACT NAME: Elora Adamson

JOB DESCRIPTION:

The administrative and marketing assistant will:

- Work collectively and independently with the guidance of the UVSP Board of Directors and UVSP Supervisor
- Coordinate and collaborate with UVSP on multiple ongoing sustainable projects and initiatives
- Assist with events, poster-designs, campaigns, and Social Media
- Assist with campaigning the university for more sustainable practices
- Assist in planning events and workshops
- Assist with administrative paperwork
- Assist with general finances, budgeting, and board meetings
- Recruit, organize, and engage volunteers for UVSP projects and events
- When relevant, represent UVSP at events (e.g. clubs days, sustainability events)

BRIEF OVERVIEW OF ORGANIZATION: UVSP is an accessible and inclusive student/community-organized group dedicated to educating, empowering, and campaigning for sustainable initiatives in order to build a healthier campus community – taking account the three pillars of sustainability: the environment, social governance, and economic stability. Some of our areas of focus include:

- Food Waste and Food Security
- Promoting a multitude of Sustainable systems on campus
- Supporting Indigenous Sovereignty
- Supporting Decolonization and anti-racism work

Vision: An engaging, ecologic, social, and economic sustainable campus community
Mission: Catalyzing and fostering leadership in sustainable ideas, projects, and action!

QUALIFICATIONS:

- A passion for sustainability and a desire to make an impact
- Value alignment with: integrity, respect, responsibility, ethics, kindness, and generosity
- Ability to organize, prioritize, and follow through with planned tasks
- Work well in a multi-purpose office setting, and be flexible with work styles and hours
- Proficient at MS office and cloud systems

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
• Ability to self-advocate and speak up
• Ability to communicate both online and in-person
• Must be willing to learn
• Be opened to changing environments

JOB LOCATION ON-CAMPUS: Student Union Building, Room B118

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 300

HOW TO APPLY: Drop a UVSS job application, resume, and cover letter off at the UVSP/CCG office, located in the Student Union Building, room B118 or send it by email sustaininability@uvic.ca.