

**2022/2023 WORK STUDY PROGRAM  
JOB POSTING**

**JOB TITLE:** UVSS7 - Administration and Campaigning Assistant

**DEPARTMENT NAME:** UVic Students' Society, Sustainability Project

**CONTACT NAME:** Katia Bannister — UVSP Communications Officer (CO)

**JOB DESCRIPTION:**

The Administrative and Campaigning Assistant will:

- Work collaboratively and independently with guidance from the UVSP Board Chair and CO
- Support the success of multiple ongoing projects, campaigns, and initiatives
- Create graphics for the UVSP (i.e., posters, Instagram posts and stories)
- Assist in campaigning for UVic to adopt more sustainable practices
- Help to plan events and workshops
- Assist with administrative paperwork
- Work with the UVSP CO and Board Chair to plan and facilitate board meetings
- Recruit, organize, and engage UVSP volunteers
- When relevant, represent UVSP at events (e.g., clubs days, sustainability events)
- Help to run UVSP social media accounts (i.e., posting, answering messages, creating content)

**BRIEF OVERVIEW OF ORGANIZATION:**

The UVSP is an inclusive organization dedicated to building community and empowering individuals through the delivery of sustainability-focused initiatives and campaigns. The UVSP is dedicated to building a healthy, sustainable, and just campus community, and approaches this goal by accounting for the three pillars of sustainability: the environment, social governance, and economic stability.

Some of our areas of focus include:

- Ecological education, and ecological restoration and monitoring work
- Creating awareness around food waste and supporting food security
- Supporting Indigenous Sovereignty and uplifting Indigenous voices
- Prioritizing the centricity Decolonization and anti-racism work

**UVSP Mission statement:** The University of Victoria Sustainability Project (UVSP) strives to re-conceptualize sustainability by uniting environmental initiatives, promoting environmental choices, and formulating and implementing sustainable systems on campus. We believe in pursuing ecological and social health on both local and global scales for the benefit of all organisms and future generations.

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>

**UVSP Vision statement:** Our vision as an organization is a socially, ecologically, and economically viable campus community at the University of Victoria.

**QUALIFICATIONS:**

- A passion for sustainability and a desire to make an impact
- Ability to organize, prioritize, and follow through with planned tasks
- Able to work well both remotely and in an office setting
- Experienced with Microsoft Office software
- Ability to self-advocate and speak up
- Excellent communication and interpersonal skills

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

**WORK STUDY WAGE:** \$16.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 135 (multiple positions available)

**HOW TO APPLY:** Send in your UVSS job application, resume, and cover letter by email to [sustainability@uvic.ca](mailto:sustainability@uvic.ca).