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 – Volunteer Coordinator is twofold:

(1) Help implement the following EQHR strategic goals:
   - **Positive messages campaign:** run an ongoing with the goals of promoting a welcoming and inclusive campus (e.g. posters and other social media)
   - **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,
   - “How to say hi in different ways” Human Rights Café: coordinate with the ISS and CS offices for the planning and delivery of this event, which help promote intercultural communication and welcoming and inclusive campus
   - **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 C Building, C115

WORK STUDY WAGE:           $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:          $ 2.50

HOURS AVAILABLE:            31

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