

WORK STUDY JOB POSTING

JOB TITLE: UVSS_UVSP1 - Administration and Campaigning Assistant

DEPARTMENT NAME: UVic Student Society - Sustainability Project

CONTACT NAME: Devon Goldie

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. We are a group of students that work with multiple stakeholders to help engage, educate on diverse projects such as:

- Food security and affordability
- Ecological/wildlife restoration
- Fair Trade campus designation
- Campus recycling stream and composting
- Water and energy conservation
- Campus planning

Vision: An engaging, ecologic, social, and economic sustainable campus community

Mission: Catalyzing and fostering leadership in sustainable ideas, projects, and action!

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 caring for the UVSP Campus Community Garden plot
- 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)

Applicants must be eligible for Work Study Program

For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

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
- 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: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$1.49

HOURS AVAILABLE: 100

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 sustainainability@uvic.ca. This position is Applicants must be eligible for Work Study program. For details go to <http://registrar.uvic.ca/safa/workstudy/workstudyindex.php>