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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Student Health Education Centre (SHEC) Events and Outreach Co-Executives** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | SHEC Coordinator |
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| **Remuneration:** | Volunteer  |
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| **Hours of Work:** | 4 to 6 hours per week |

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| **General Scope of Duties** |
| The two Events and Outreach Co-Executives are responsible for creating and implementing programming that seeks to engage the McMaster community on issues pertaining to student health as they relate to the strategic priorities of the service (i.e. Sexual & Reproductive Wellbeing, Empowered Bodies, Substance Use, and Mental Wellbeing). This programming will be predicated on an anti-racist, anti-oppressive, and intersectional framework.Programming can take the form of events, contests, workshops, etc. and will be developed in close consultation with the members of the Events and Outreach committee - as well as the SHEC Coordinator, Resources and Advocacy Co-Executives, and the Promotions Coordinators. The Events and Outreach Co-Executives will supervise a committee of volunteers who will work toward the implementation of this programming. In addition, the two Co-Executives will help establish SHEC amongst the broader McMaster community by maintaining amicable relationships with community partners and collaborating with them to arrange a variety of accessible student outreach opportunities. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Administrative Function  | 50% | * Coordinate SHEC’s involvement throughout Welcome Week / first-year orientation, in partnership with the SHEC Coordinator and Resource & Advocacy Co-ExecutivesCreate and organize specialized programming, in consultation with the SHEC Coordinator
* Schedule regular meetings with the members of the Events and Outreach committee
* Contact the appropriate groups to book spaces on campus to facilitate in-person programming or committee meetings
* Provide the Coordinator with engagement and outreach statistics after each event
* Create a debrief document to analyze the successes of any given initiative and how it can be improved upon in the future
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| Communications Function | 10% | * Network with clubs, services, and community partners
* Connect with suitable partners for collaborating on or promoting events and workshops
* Work with the Promotions Coordinators to develop detailed and creative promotional plans for initiatives
* Communicate with the Promotions Coordinators to let them know in advance if they will be needed during a committee meeting
* Work with the Resources and Advocacy Co-Executives to ensure the goals and timelines of each committee compliments one another
* Maintain strong communication with one another, the Coordinator, fellow executives and volunteers
* Provide the Coordinator with all event logistics ahead of time so they can fill out the EOHSS form
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| Financial & Budgeting Function | 10% | * Develop a budget for committee volunteer recognition alongside the SHEC Coordinator
* Develop a budget for the committee initiatives alongside the Coordinator
* Ensure that the budget aligns with the service budget
* Research and compare the prices of necessary purchases when planning any initiative (i.e. snacks, décor, supplies, prizes, thank you gifts for partners, etc.)
* Inform the Coordinator of any and all potential expenses
* Retain any receipts indicating expenditure to ensure reimbursement
* Seek external funding as needed
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| Supervisory Function | 25% | * Manage all activities of the Events and Outreach Committee
* Facilitate regular meetings with committee members to ensure events are planned collaboratively
* Ensure committee members are actively creating a safe(r) environment for collaboration
* Ensure that the proper audiences are targeted
* Work with the executive team to schedule volunteers to facilitate events
* Coordinate the committee in preparing informational booths as required throughout the year
* Support the volunteers of the committee
* Provide accommodations to committee members as needed, in consultation with the SHEC Coordinator (if desired)
* Communicate with committee volunteers who have missed meetings
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| Other  | 5% | * Participate in various SHEC-wide campaigns
* Be an active leader of the SHEC Community
* Support, promote, and attend all SHEC events
* Attend all executive and volunteer trainings
* Participate in executive meetings as scheduled to provide regular updates to the executive team
* Fulfill a minimum of one executive on-call shift (“office hours”) per week
* Be available to take supporting shifts if necessary
* Provide transition to the incoming Events and Outreach Co-Executives
* Responsible for completing a year-end transition report in a timely manner
* Other tasks as delegated by the SHEC Coordinator
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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs
* Awareness and understanding of topics associated with SHEC (i.e. inequities and systemic barriers, wellness management and coping tools, person-centric care, peer support, Harm Reduction, etc.)
* Excellent organizational and time management skills; ability to balance multiple duties and schedule multiple events
* Understanding of service when considering volunteer and health organizations for potential collaboration
* Interpersonal and communication skills to foster positive relationships within and outside of SHEC
* Ability to lead a team and work with others to execute events and workshops
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| **Effort & Responsibility** |
| * Effort to think creatively
* Effort required to plan and execute events
* Confidence in ability to challenge dominant or oppressive views
* Effort required to ensure that programming is accessible to all McMaster students
* Responsible for maintaining an appropriate and positive image of the MSU
* Responsibility to provide adequate accommodations upon request
* Establish and maintain professional connections on and off campus
* Maintain confidentiality of all people accessing the services of SHEC
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| **Working Conditions** |
| * Time demands may exceed stated hours of work
* Some availability in summer months is preferred to execute SHEC’s involvement in Welcome Week
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| **Training and Experience** |
| * Necessary training will be provided
* Event planning or facilitation experience is an asset
* Previous leadership experience is an asset
* Experience with accessible event planning and implementation is an asset
* Previous experience working in an anti-racist, anti-oppressive environment is preferred
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| **Equipment** |
| * Personal Computer
* Microsoft Office programs
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