



JOB DESCRIPTION

Part Time Staff

Position Title: Advocacy Outreach & Logistics Coordinator ~~Project and Campaign Coordinator~~

Term of Office: July 1 – April 30

Supervisor: Vice President (Education)

Remuneration: C4

Hours of Work: 10-12 hours per week

General Scope of Duties

The Advocacy Outreach & Logistics Coordinator ~~Project and Campaign Coordinator~~ is responsible to coordinate campaigns, events, and logistics within the Education Department. This includes, but is not limited to, campaigns and events set out by the Vice President (Education), the Associate Vice Presidents (University Affairs, Municipal Affairs, and Provincial & Federal Affairs), and the Ontario Undergraduate Student Alliance (OUSA).

Major Duties and Responsibilities

| Category | Percent | Specifics |
|------------------------|---------|--|
| Logistics Function | 30% | <ul style="list-style-type: none"> ▪ Plan and execute logistical tasks related to events and campaigns within the Education Department, including room bookings, promotional coordination. ▪ Fill out Risk Management as necessary for bookings ▪ Coordinate the necessary logistics for OUSA General Assembly, when hosted at McMaster ▪ Assist the Advocacy & Policy Research Assistants in planning forums, hosting focus groups, and coordinating surveys for primary research ▪ Coordinate the planning of the MSU Policy Conference |
| Communication Function | 30% | <ul style="list-style-type: none"> ▪ Meet regularly with the Vice President (Education) to discuss efforts to raise the profile of advocacy initiatives on campus ▪ Communicate with the Director of Communications of OUSA, and Undergraduates of Canadian Research-Intensive Universities Social Media Manager to coordinate initiatives ▪ Communicate with the relevant Standing Committees of the SRA on campaigns and events, including attending meetings as necessary ▪ Ensure the Advocacy sections of the MSU website are updated regularly |

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|-----------------------------------|-----|--|
| | | <ul style="list-style-type: none"> ▪ Participate in weekly Education Team meetings ▪ Participate in Change Camp planning meetings |
| Supervisory Function | 20% | <ul style="list-style-type: none"> ▪ Recruit, train, and supervise volunteers as necessary. ▪ Chair the meetings of their executives and volunteers. ▪ Delegate tasks as necessary ▪ |
| Advertising & Promotions Function | 15% | <ul style="list-style-type: none"> ▪ Work with the MSU Communications Department , the Ontario Undergraduate Student Alliance, and the Undergraduates of Canadian Research Intensive Universities to promote educational and advocacy initiatives ▪ Coordinate the creation of promotional material with the MSU Underground Media & Design Centre |
| Other | 5% | <ul style="list-style-type: none"> ▪ Other duties as set out by the Vice President (Education) |

Knowledge, Skills and Abilities

- Written and oral communication skills
- Familiarity with the MSU and with the field of Post-Secondary Education
- Familiarity with post-secondary issues & the concerns of students on campus
- Organizational and time management skills

Effort & Responsibility

- Demanding hours of work required preceding and during events and campaigns
- Communication with campus organizations, University services and the community
- Professionalism required when communicating with external stakeholders

Working Conditions

- Time demands may exceed stated hours of work
- Work is performed in a shared office

Training and Experience

- Experience in event planning and demonstrating creativity is an asset

Equipment

- Use of a personal computer is preferred
- Access to a shared office computer
- Other business machines as required