



MEMO

From the office of the...
Vice President Education

TO: Executive Board
FROM: Elizabeth Wong
SUBJECT: Project and Campaign Coordinator – JD Changes
DATE: July 18, 2022

To Executive Board,

The purpose of this memo is to propose a title change to the job description for Project and Campaign Coordinator. I am proposing that the position name be changed to **Advocacy Outreach & Logistics Coordinator**. I proposed the title change to the position of Project and Campaign Coordinator to better reflect the duties of the position and to reduce name similarity with other positions within the organization.

This change has been approved by the SRA and the next step to finalize changes would be to approve this change to the Job Description through Executive Board. Considering this information, I hope that EB approves the proposed Job Description change.

Sincerely,

Elizabeth Wong
Vice-President (Education)