

JOB DESCRIPTION

COMMUNICATIONS OFFICER

UNIVERSITY OF VICTORIA SUSTAINABILITY PROJECT (UVSP)
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Assists in the outreach, administration, and daily operation of UVSP.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSP Office Coordinator.
2. Is responsible to the Constituency Groups Director through the UVSP Office Coordinator.

BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership-based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.
2. UVSP began as a club in the late 1990s and joined the UVSS in 2003. Today, UVSP is a UVSS affiliate group that aims to increase sustainability initiatives and awareness on campus.

DUTIES:

1. Assist the UVSP Office Coordinator in promoting educational and community-building activities as they relate to the goals and purpose of UVSP.
2. Assist the UVSP Office Coordinator with the planning and implementation of workshops and events.
3. Assist the UVSP Office Coordinator with collective and general meetings, including drafting and sharing meeting agendas, scheduling meetings, making meeting minutes available publicly (such as on the dept. website) in a timely manner, and attending meetings as required.
4. Assist the UVSP Office Coordinator with outreach tasks, such as producing print and digital promotional materials, updating the website, and creating and posting on social media, and ensure the brand guide is followed.
5. Assist the UVSP Office Coordinator with developing relationships with other student groups, faculty, staff, community organizations, and UVic departments.
6. Assist the UVSP Office Coordinator with volunteer recruitment and training.
7. Assist the UVSP Office Coordinator with work study staff recruitment and training and collaborate with those staff as required.
8. Assist the UVSP Office Coordinator to produce the Annual Report, Annual Work Plan, and Annual Budget by providing requested information and aiding in formatting and copyediting.
9. Assist the UVSP Office Coordinator with communicating digitally / virtually with collective members (ie: maintain email lists, produce and send regular newsletters, respond to social media and email messages, etc.)

10. Assisting the UVSP Office Coordinator to uphold safer spaces ideals and policies in the workplace and reporting any incidents or breaches to the UVSP Office Coordinator.
11. Other duties as assigned.

QUALIFICATIONS:

Required

1. Must be a member in a good standing of the University of Victoria Students' Society (ie: a University undergraduate student).
2. 3-6 months related experience, including but not limited to: taking a one-semester relevant university course on the subject, volunteering with UVSP, and/or working at a similar organization.
3. Knowledge of computer systems (MS Office, Google Suite, etc.)
4. Knowledge of software (Canva, Adobe, QuickBooks, Accounting software)
5. Knowledge of social media platforms or promotional tools (IG, Tiktok, Facebook, etc.)
6. Event logistics or setup
7. Basic customer service skills
8. Written communication skills (email, copywriting, reporting)
9. Team Building Skills
10. Punctual and Reliable.

Preferred

1. Experience in community organizing or similar setting.
2. Experience working with volunteers.

Other Work Conditions

1. Handles sensitive information (e.g., student data, forms)

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.