The Vancouver Island Public Interest Research Group (VIPIRG) is a student-funded and directed resource centre dedicated to social and environmental justice. We are looking for a student to fill the position of Dis/orientation Days Coordinator for a 20 week term, starting June 1, 2015. Applicants must be able to work up to 25 hours/week, during office hours (with some evenings and weekends).

Applicants should have been registered in full- or part-time studies at UVic in the spring 2015 term and must be returning to studies in the fall 2015 term.

Position Description:

VIPIRG's Dis/orientation Days Coordinator is responsible for planning and executing a multi-week period of programming during September 2015, under the direction of the Research and Internal Coordinators. This programming aims to connect students to social and environmental justice research and activism on campus and in the broader Victoria community.

Specific Duties and Responsibilities:

- Liaise with student societies at UVic and Camosun, as well as advocacy groups supported by these societies, and with off-campus community groups;
- Work with the Research and Internal Coordinator to develop programming for Dis/orientation Days in September 2015, and coordinate/bottom-line logistics for this programming;
- Promote Dis/orientation Days programming/resources by designing and disseminating outreach materials and using social media;
- Help to design updated outreach and promotional materials for VIPIRG;
- Recruit and support volunteers for Dis/orientation Days preparation and events; and
- Reception, office coverage, and other admin & outreach tasks as required.

Skills and Experience Required:

- Excellent communication skills (approachable, friendly, responsive, clear);
- Comfortable with public speaking;
- Experience with event coordination and promotion (desirable);
• Graphic design skills (desirable);
• Excellent written skills;
• Good computer and email skills;
• Organized, resourceful, and self-initiated;
• Capacity to be self-directed and work in a collective structure using consensus decision-making; and
• Knowledge and awareness of social and environmental justice work and working with an anti-oppression framework.

Application Procedure:

Equity Hiring: VIPIRG is an equal opportunity employer. Hiring preference shall be given to qualified applicants from groups who face systemic barriers to employment (such as self-identified women, people of colour, Indigenous people, people with disabilities, queer people, and trans people). Applicants who prefer to be considered under equity hiring are asked to discuss this in their cover letter. Please do share experiences and skills in addition to those outlined above.

What to Send Us: Please submit cover letter and resume for the attention of the Hiring Committee via email to hiring@vipirg.ca. Please put ‘Dis/Orientation Days Coordinator Application’ in the subject heading of the email and include both documents in one attached file only.

Please note in your cover letter that you have been a full- or part-time student in the spring 2015 term and are returning as a full- or part-time student in the fall 2015 term.

VIPIRG is a unionized workplace. This position is part of the bargaining unit represented by United Steelworkers local 2009.

Deadline for application is Friday, May 15th, at midnight.
Late applications not accepted. Only shortlisted applicants will be contacted.

Email Inquiries: info@vipirg.ca

Mail: VIPIRG, SUB B120, PO Box 3050 STN CSC, UVic, Victoria, BC, V8W 3P3, WSANEC, Lekwungen and Esquimalt Territories

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