



Job Opportunity: Events and Outreach Coordinator

Organization: Association of Part-time Undergraduate Students of the University of Toronto (APUS)

Reporting to: Executive Director

Position Type: Part-time, permanent (20-24 hours weekly)

Compensation: \$23.70/hour

Start Date: March 2020

Positions Available: 1

APUS is a not-for-profit organization that represents between 6,000 – 14,000 part-time undergraduate students across all three campuses of the University of Toronto. We provide members with a range of cost-saving services, advocacy, as well as events and programming. We endeavour to improve the part-time student experience. APUS is a member local of the Canadian Federation of Students.

We are currently seeking candidates for a part-time Events and Outreach Coordinator position starting in March 2020. This position is unionized with CUPE 1281.

Responsibilities

Outreach and Volunteer Coordination

1. Develops and implements APUS outreach and awareness strategies including but not limited to APUS Health & Dental Plan, other services, campaigns, events and University services
2. In conjunction with the Executive Committee and Executive Director, develops membership recruitment strategy
3. Organizes and conducts class speaks, postering, flyering, tabling and general outreach across all three campuses
4. Assists the Executive Committee, Board of Directors, Class Representatives and volunteers with conducting class speaks and scheduling outreach across all three campuses
5. Develops and implements strategies for membership education, and to recruit and retain class representatives and volunteers for campaign efforts
6. Liaises with campus and community groups for events' planning and outreach initiatives, including other student unions at the University of Toronto
7. Maintains a contact list for Class Representatives and volunteers
8. In conjunction with the Executive Committee, communicates with Class Representatives and volunteers, providing updates about APUS events and initiatives, and Assembly meetings
9. Makes recommendations to the Executive Director regarding outreach initiatives, strategies and timelines

Events

1. Develops, supports and implements APUS events and programming, including planning and participating in creative outreach events and initiatives
2. Assists the Executive Committee with the development and implementation of APUS orientation
3. Assists in implementation of large and small-scale events as directed by the Executive Director, including financial aid, career services, academic support, anti-sexual violence workshops
4. In conjunction with the Executive Director, assists and advises the Executive Committee with event planning

Communications

1. Assists the Executive Director with developing APUS communications strategy and effective communication with membership through various media
2. Responsible for developing content and updating APUS website and social media platforms
3. Develops, creates using graphic design programs, and distributes APUS events' and outreach materials, including The Voice Newsletter
4. Assists with duties related to reception, answering member and visitor queries, and shares relevant updates with other staff members and Executive Committee as needed



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5. Assists with other duties as assigned by the Employer's Representative
6. Operate with an anti-oppressive framework

Successful candidates will possess:

- Knowledge of the challenges facing part-time students
- Knowledge of equity issues on university campuses
- Strong communication skills, including experience conducting outreach and coordinating staff or volunteers, preferably in a students' union or other membership-driven environment
- Excellent organizational and time management skills, the ability to work within deadlines, and the ability to work in a fast-paced environment
- The ability to take initiative and work individually as well as with a team
- Experience in event planning and/or programming is an asset
- Experience with website maintenance and social media platforms is an asset
- Experience with the development of communications strategy an asset
- Knowledge of Microsoft Office, Adobe Suite and related graphic design programs is an asset
- Knowledge of the University of Toronto campuses is an asset
- Successful candidate will be required to travel to the three U of T campuses
- Capacity to work flexible hours including evenings and occasionally weekends

Interested candidates should submit one file containing their resume and cover letter in PDF format via email by **February 18, 2020 at 5:00 pm** to:

Caitlin Campisi
Executive Director
APUS
ed@apus.ca

APUS is an independently incorporated students' union working with the University of Toronto community. This is not a University of Toronto staff position. We encourage applications from diverse communities, including but not limited to, members of Indigenous communities, racialized communities, queer communities, trans communities, persons with disabilities, marginalized genders and women. We thank all applicants for their application but only selected applicants will be contacted for an interview.