

## **Contract Posting: Membership Coordinator**

### **Position term:**

The Graduate Students' Association (GSA) at Carleton University (CFS Local 78) is currently seeking candidates for a one-year full-time contract position to assist with campaigns, event planning and outreach initiatives starting July 2019. The salary for this position is \$45,000-\$55,000, pro-rated annually and to be negotiated commensurate with qualifications and experience, plus benefits package. While this position is a twelve (12) month contract, there is a possibility of renewal.

The GSA is an independently incorporated students' union working within Carleton University. This is not a Carleton University staff position.

### **Responsibilities:**

- Oversee the development and implementation of GSA campaigns including but not limited to membership outreach, advocacy, equity, academic, and other campaigns in collaboration with the Executive
- Implement campaigns of the Canadian Federation of Students on campus, and help to build a student movement and coalitions with student groups on campus and students' unions across the province
- Establish and maintain strong relationships with campus groups (such as: departmental societies, labour unions, social justice groups, service centres, departments, etc) and with the broader community to work towards achieving common goals as determined by the Executive
- Assist in managing all GSA programming including planning, implementing and monitoring budgets and logistics, recruiting volunteers, ensuring accessibility, and managing risk
- Coordinate and manage volunteers for event planning, outreach and campaign work
- Update the GSA website and social networking accounts as well as prepare communication materials, such as letters, reports, media advisories, and press releases in tight deadlines
- Manage staff and contract workers conducting outreach and campaign work, including but not limited to the Welcome Weeks Coordinator(s), the Sexual Assault Outreach Coordinator(s), and the Community Garden Coordinator
- Responsible for hiring, training, scheduling, and disciplining staff in consultation with the Staff Relations Officers and other members of the management team.
- Provide policy advice and research to the Executive at its request
- Responsible for assisting with the overall administration of the organization
- Create promotional material for Mike's Place Pub as time permits
- Responsible for other duties as assigned as time permits

### **Successful candidates will possess**

- Experience coordinating advocacy and outreach campaigns
- Experience canvassing for campaigns

- Experience planning and executing large scale campaigns
- Excellent interpersonal and organizational skills
- Experience with volunteer management, particularly in recruiting, training and organizing volunteers and working with volunteer committees
- Superior oral and written communication skills
- Excellent event planning skills
- Demonstrated experience and skills in project management, assessment and service delivery
- Experience working in a small, not-for-profit/member-driven office environment
- Ability to work in a fast-paced, changing environment
- Knowledge of equity issues and an in-depth understanding of how to work from and within an anti-oppression lens
- Ability to work well with a team and with little supervision
- Willingness to attend some evening and weekend meetings

#### **Assets**

- Understanding of the roles and activities of a students' union
- Understanding of current graduate student issues
- Experience managing employees in a unionized environment
- Familiarity with the GSA and its operations, and knowledge of current issues affecting students at Carleton
- Experience facilitating committees
- Knowledge of the Adobe Creative Cloud

**Deadline:** 4PM on July 20th, 2019

**Submit Resume with a Cover Letter (ideally as one document) to:**

Hiring Committee

By Email (Word or PDF): [jobs@gsacarleton.ca](mailto:jobs@gsacarleton.ca)

Physically: 600 UC, Carleton University

The GSA is an equal opportunity employer. The GSA encourages applications from qualified members of all equity seeking groups including but not limited to women, BIPOC, persons with disabilities, and LGBTQ2+ people.