



## UBC Students' Union, Okanagan Campus – Campus Life Coordinator

Independent, democratically run student organizations with similar mandates can be found at almost every public university and college in the country. The UBC Students' Union Okanagan (UBCSUO) fosters positive campus culture for our students by:

- providing programs and services to save students money and support their success
- engaging in advocacy to make members' lives better, champion students' rights, and make post-secondary education more affordable
- hosting events and activities to improve students' experiences outside the classroom, contributing to a vibrant campus life

We are looking for an individual with a strong service orientation who has excellent organizational and communication skills to join our team. If you have demonstrated skills in marketing, social media and event promotion, we want to hear from you.

This is a full time, permanent position unionized within the BCGEU. Starting wage is \$23.65 per hour, and you will be working on the beautiful UBC Okanagan campus.

Some of your key duties will include:

- Creating an annual event plan and the planning, coordination and implementation of such events
- Seeking sponsorship to subsidize the costs of events and activities as may be required
- Working with campus partners to ensure Students' Union participation in campus-wide events
- Maintaining event supplies, equipment, general files and archives
- Assisting with internal logistical planning for meetings, conferences and governance functions
- Implementing marketing and advertising campaigns by analyzing needs; preparing marketing and advertising strategies, plans, and objectives
- Creating or facilitating the creation of marketing collateral; planning and organizing promotions
- Coordinating the distribution of event promotional materials, videos, and social media campaigns
- Developing a social media communications calendar to ensure timely execution of planned campaigns, event promotions, and to maintain consistent member engagement
- Coordinating on-site arrangements for all meetings and events
- Coordinating the administration and operation of the Students' Union volunteer management program
- Working with the Board of Directors, develop and execute strategies to recruit, retain and recognize volunteers of the Students' Union
- Assist with the training and scheduling of volunteers to support Students' Union events, campaigns, memberships outreach work, and services

You have the following qualifications:

- 2 + years working in the advocacy, not-for-profit or post-secondary sector
- A high school diploma plus some post-secondary education
- Knowledge of the student movement and its aims
- Experience using word processing, spreadsheet and database software; producing reports, making presentations and undertaking basic office administration functions
- Planning and implementing events for small and large groups
- Planning, creating and executing marketing and advertising campaigns for events and services, including the creation of promotional materials using graphic design software, photoshop, video editing software, etc.
- A demonstrated ability to build and maintain relationships with external parties and organizations
- Expertise in Social Media engagement, including planning, creating and executing campaigns; increasing and engaging followers; and promoting events

If this sounds like you, we invite you to respond with your resume and cover letter. E-mail to [generalmanager@ubcsuo.ca](mailto:generalmanager@ubcsuo.ca). Posting closes at midnight on August 9th 2019.

While we appreciate all interest received in this position, only those candidates selected for interview will be contacted.