



## Coast Mountain Students' Union

British Columbia Federation of Students - Local 14

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# EMPLOYMENT OPPORTUNITY

## Organiser - Services and Advocacy

Coast Mountain Students' Union is seeking a highly organized, motivated, personable individual to assume the position of Students' Union Organiser - Services and Advocacy. This is a full-time position to begin November 2019.

The successful candidate's primary role will be to assist with day-to-day operations of the Students' Union including general office duties, delivery of services, campaigns, social event organizing, coalition work and college relations. The position will be based out of the organization's main office in Terrace but will regularly require travel and work outside of regular office hours.

**Duration:** The position is permanent subject to successful completion of a four-month probationary period.

**Hours:** Minimum 35 hours per week in the Fall/Winter months, and minimum 25 hours per week during the summer.

**Wage and Compensation:** Wage will be negotiated between \$19 and \$22 per hour, based on experience. Compensation for travel outside Terrace and cell phone allowance is also provided. Extended Health and Dental benefits may be negotiated.

### Position Responsibilities:

- Assist with campaigns and membership awareness initiatives
- Aid in the organizing of social and political events of the union
- Assist with the creation and distribution of service and campaign materials
- Maintain awareness of Students' Union services and campaigns
- Attend meetings, workshops and conferences as may be required
- Assist members with navigating Coast Mountain College policies and procedures
- Work in coalition with other student associations for services and campaigns
- Participate in classroom speaking
- Assist with volunteer recruitment and supervision
- Assist with general office duties, including, but not limited to filing, photocopying, answering telephones, etc.
- Design materials to advertise the events, services and activities of the Union including but not limited to posters, leaflets and newsletters

- Assist in membership communication through the use of social media and website
- Other tasks as assigned by the Students' Union Board of Directors.

**Ideal Candidate would have the following experience/skills:**

The Organizer-Services and Advocacy shall have:

- A minimum of 2 years work experience in customer service or not-for-profit sectors;
- Experience working for a board of directors;
- Minimum 3 years of Post-Secondary Education;
- The ability to work both independently and under supervision;
- Experience with computer word-processing, social media, and graphic design software;
- Strong written and oral communication skills;
- A drivers license and access to a personal vehicle (compensation provided for use of vehicle);
- Knowledge of the British Columbia post-secondary education system, College structures, and the role of students in decision-making;
- Event planning and coordination experience; and
- Knowledge of student issues and advocacy would be considered an asset.

**Application:**

Please mail or email applications to:

Coast Mountain College Students' Union, PO Box 76 Terrace BC V8G 4X2;

Attention Lenda Girard. E-mail applications should be sent to [\*\*organiser@mycmsu.ca\*\*](mailto:organiser@mycmsu.ca).

Each application should include a resume, cover letter, and the names and contact information for not less than three references.

**Posting Period:**

Closes **October 25, 2019 at 4pm PST**. The Students' Union will confirm with all applicants (within 48hrs) that your application has been received and will contact candidates to arrange interviews as required. Please do not apply or follow-up by telephone or personal messages on social media.