

JOB POSTING

Position: Alternative Welcome Week (AWW) Coordinator

Contract: Full-time (hours may be negotiable) for 7 weeks

Term: July 10, 2016 to August 26, 2017 (may be negotiable)

Wage: approx. \$2500 for length of contract

Application Deadline: Friday, June 23, 2017 by 11:59 pm

What is OPIRG?

The Ontario Public Interest Research Group (OPIRG) - Windsor is a student funded, non-profit corporation at the University of Windsor. Our mandate is to promote education, research, and action on environmental and social justice issues as directed by our volunteers. OPIRG-Windsor reaches these goals through conducting public interest research, educating and raising awareness, and taking action by developing and implementing strategies.

Employment Equity Statement:

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization and invites aboriginal people, people of colour, women, gays, lesbians, bisexuals, transgendered people, single parents, members of ethnic minorities, immigrants and people with disabilities to apply. We encourage applicants to describe the contributions and experiences they, as individuals who identify with marginalized communities, would bring to the OPIRG organization in their cover letter. *All applicants are asked for a brief statement on their views of power and oppression.*

The OPIRG Dillon Hall office is wheel-chair accessible.

AWW Coordinator:

Generally, the Diversity Ambassador will be working with the Special Events Committee and will be required to plan a series of events, with emphasis on a Diversity Festival as the highlight, for September's AWW.

Specifically, their responsibilities will include:

- Becoming familiar with OPIRG's mandate, structure and policies.
- Becoming familiar with information relating to OPIRG – Windsor's history as an organization and AWW.
- Working with Special Events Committee to develop a detailed summer work plan
- Working with Special Events Committee to re-write the text and re-design the layout of key organizational brochures
- Working with Special Events Committee to organize logistical aspects of the week events, including equipment rental, contacting speakers, booking venues, designing posters, issuing press releases, and all other marketing and promotion.
- Organizing and coordinating the recruitment of volunteers (tabling, class and residence speaks, etc.)
- Organizing orientation and training programs for new volunteers.
- Maintaining mailing and phone lists of volunteers
- Maintaining information flow (i.e. keeping volunteers informed of events, meetings, etc.)
- Communicating and co-operating with other campus and local organizations who have aims similar to OPIRG.
- Organizing volunteer appreciation for the end of the week
- Preparing a final report on the position to be presented to the Board of Directors.

QUALIFICATIONS

Essential Skills

Writing, seeking information, job-task planning and organizing, document use, reading text, problem solving, oral communication, decision making, significant use of memory, working with others, computer efficiency, word processing, email efficiency, spreadsheet efficiency, and a demonstrated interest in social justice, anti-oppression (racism, sexism, homophobia, etc.) and environmental issues

Other Important Skills

Continuous learning, numeracy, demonstrated ability to work independently

Assets

Experience with planning events, event promotion, and designing promotional documents using desktop publishing software

REQUIREMENTS: PLEASE READ CAREFULLY

OPIRG has received a Canada Summer Jobs grant to cover part of the costs associated with this position. As a result the government requires that we must hire someone fitting within the granting guidelines.

All applicants must:

- Be between 15 AND 30 YEARS OF AGE (INCLUSIVELY) at the time of hiring
- Have been registered as full-time students in the previous academic year, and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada according to relevant provincial legislation and regulations.

PLEASE READ CAREFULLY

Interested applicants should email a resume and cover letter, statement on oppression and three references (with phone numbers) to OPIRG-Windsor no later than **Friday, June 23, 2017 by 11:59 pm**

Applications should be sent as **PDFs**.

No phone calls please. Only those applicants selected for an interview will be contacted.

Please email applications to the attention of: **Hiring Committee OPIRG–Windsor**
opirg@uwindsor.ca