**Expectation of Role – Resource Center Coordinator**

The Students’ Union Okanagan is a not-for-profit organization that advocates for UBCO students and supports initiatives to improve their post-secondary experience with the goal of making education affordable.

Position Overview

A Resource Centre Coordinator is part-time student casual position, primarily responsible for working under the guidance of the Membership Outreach Coordinator and with members of the Students’ Union Board and staff, as well as recourse centre volunteers, to ensure that resource centre focused events and activities are successful and create a sense of community.

Responsibilities

**General Duties**

* Assist with the execution of Students’ Union initiatives events and activities
* In consultation with the Membership Outreach Coordinator create an annual financial plan for the Resource Center, process relevant funding decisions and track related budgets and payments
* Operate and organize 2 weekly drop-in centre hours for students to connect with the services of the specific resource centre initiative
* In consultation with the Membership Outreach Coordinator, coordinate and oversee volunteers for their respective resource center
* Actively oversee all spaces for their respective resource center, such as but not limited to social media and other membership facing communication forums

## **Event Coordination**

* Plan and execute on-campus events, tabling and activities, and oversee the planning,
* In consultation with the Communications Manager, coordinate the distribution of event promotional materials, videos, and social media campaigns
* Maintain event-related general files and archives
* Assist with logistics planning for resource center meetings

**Advocacy and Services Awareness**

* Organize and overseeing resource center tabling to promote, and engage with membership on relevant social issues and increase awareness of resource center services
* In consultation with the SUO Executive Committee liaison with the University on resource-center related advocacy efforts and initiatives
* Implement and if necessary, develop advocacy campaigns on social issues relevant to society at large, and when applicable, propose and lobby for policy changes with the Students’ Union and the University at large.

## **Volunteer Organization**

* In consultation with the Membership Outreach Coordinator, plan and execute the annual inclusivity training for resource center council members and if necessary, volunteers
* In consultation with the Membership Outreach Coordinator, establish an executive council of volunteers for their respective resource center ;
* Promoting volunteer opportunities relevant to their respective resource center to the membership with the purpose of establishing a volunteer roster
* Coordinate and oversee the administration for scheduling of volunteers to support their respective Resource Center operation, events, campaigns and other services.

Qualifications

## 1 + years attending post-secondary school

* Previous volunteer experience with one of the SUO Resource Centres
* Experience planning and implementing events for small and large groups
* Involvement with advocacy initiatives and volunteering experience
* Planning, creating and executing marketing campaigns for events and services a strong asset
* Some experience conducting fundraising and securing sponsorships
* Experience working on post-secondary education issues, specifically those related to students
* Experience developing and implementing social justice campaigning
* Basic knowledge of MS Office Suite (word processing and spreadsheets)
* Experience producing reports, making presentations, and undertaking basic office administration functions

The Students' Union Okanagan is an employment equity employer; applications from all qualified candidates are welcome. Applications are encouraged from racialized people, queer people, Indigenous people, people with diverse abilities, and women. Preference will be given to those candidates who have experience working in an advocacy role with student/not-for-profit organizations.