

Mawandoseg Programming Coordinator

Duties

- Be responsible to the Director of Services and the President, and on financial matters, shall be responsible to the Vice President Finance.
- Provide direction and coordination of the Centre's activities while ensuring that the service meets the needs of students.
- Be responsible for the liaison with other organizations for information sharing and joint action.
- Research and create innovative events to engage students on a larger scale.
- Be responsible for planning, coordination and the operation of services and programming including (but not limited to) informational and educational events such as Campus Pride, RISE (Revitalizing Indigenous Strength and Education) and other events at least once per year.
- Responsible for daily maintenance of the centre's social media platform(s) and applying techniques to grow an audience.
- Recruit volunteers to assist in the Centre's day-to-day operation and special projects, and plan volunteer training at least once per semester.
- Responsible for weekly reports, daily/monthly metric collection, organization and maintenance of office technology and space.
- Retain and attend all scheduled office hours.

Requirements

- Membership in the Carleton University Students' Association or the Graduate Students' Association (Taking at minimum .5 credit per semester).
- Awareness and sensitivity to issues including but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Established knowledge of Google Suite, and Office Suite.
- Excellent interpersonal skills, ability to work unsupervised in groups or individually.
- Quick learner who is organized and a self-starter who is passionate about the centre's goals.
- Experience in planning and managing events both virtually and in-person.

Term & Rate

One year from the day of hire. The rate is \$16.11/hour at 20 hours per week during the academic year, 10 hours a week during the summer. This is a unionized position with CUPE 1281.



How to Apply

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write-up, slideshow, audio recording, or any other format you'd prefer). **All applicants must also submit a resume, class schedule, and two references.** Please submit your application via this link: <https://bit.ly/CUSAHiring>.

Please note: When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Indigenous descent.