



carleton university
students' association



Chonk Nation Outreach Coordinator

As an Outreach Coordinator, you will work closely with the AVP Student Experience, team leads, and other volunteers to ensure effective outreach and engagement efforts during the academic year. Duties include but are not limited to: assisting with event logistics, participating in social media content creation, and representing CUSA and its initiatives.

Duties

- Collaborate with the AVP Student Experience to develop and execute outreach strategies to engage the student body and the wider community effectively.
- Assist in planning and organizing outreach events and initiatives to raise awareness about CUSA's programs, services, and events.
- Establish and maintain positive relationships with various campus groups, local organizations, and partners to foster collaboration and participation in CUSA initiatives.
- Attend team meetings and collaborate with the AVP Student Experience and team leads to plan and execute outreach and engagement strategies.
- Assist in tabling, poster, and other relevant tasks during the Fall Orientation Program.
- Serve as a subject matter representative for CUSA Services, advocacy campaigns, events, and initiatives both in-person and virtually.
- Participate in and lead social media content creation, such as hosting IG Lives and creating TikTok videos.
- Perform any other duties as assigned.

Requirements

- Membership in the Carleton University Students' Association (taking a minimum of .5 credits per semester).
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Excellent interpersonal skills with a friendly and professional demeanour
- Ability to work unsupervised in groups or individually
- Quick learner who is organized and a self-starter who is passionate about CUSA's goals
- Ability to work on a flexible schedule



Term & Rate

October 2023 - April 2024. Time commitment of approx 4-6 hours per week. This is a Volunteer Role. Volunteers are **required** to be available throughout the duration of Fall and Winter Terms except during examination periods and reading weeks.

Meetings/Training

Volunteers are required to attend monthly meetings and any Training sessions that may arise.

Benefits

As compensation, volunteers will be entitled to:

- CCR credit
- CUSA merch
- Access to CUSA events
- Monthly Prizes such as gift cards, tickets, etc.
- Meals
- Freebies!

How to Apply

To apply for the position of Outreach Coordinator for the Fall Orientation Volunteer Team, please apply [here](#) and submit the following documents

- Updated resume or CV highlighting relevant experience and skills.

All applicants must submit a resume and class schedule (if available). The deadline for application is **October 1st, 2023**. For questions, contact Itoro Umanah, AVP Student Experience, at student.experience@cusaonline.ca