CDAC Administrative Coordinator

DUTIES

• Be responsible to the Services Manager, and the President, and on financial matters, shall be responsible to the Vice President Finance.
• Collaborate with the Programming Coordinator to plan and execute weekly and/or monthly outreach campaigns.
• Responsible for daily maintenance of the centre's social media platform(s) and applying recruitment techniques to grow the audience.
• Create social media posts around the weekly or monthly programming theme (introduction, researched explanation, relevant resources).
• Facilitate social media prizes (creates social media post, records entries, randomly selects winner, follows-up with winner).
• Coordinates Instagram Lives/IGTV with students leaders across campus/external parties.
• Responsible for weekly reports, daily/monthly metric collection, organization and maintenance of office technology and space.
• Recruit volunteers to assist in Centre's day-to-day operation and special projects, plan volunteer training at least once per semester.
• Develop a monthly volunteer check-in/on-going training program.
• Support the programming coordinator during events and workshops by performing the administrative tasks during the event (admitting people, preparing prizes, monitoring chat).
• Promote an inclusive campus environment by encouraging accessibility related initiatives.
• Prepare a yearly budget for all the events, programs and needs that the centre has to cover.
• Be responsible for the coordination and the operation of the Carleton Disability Awareness Centre.
• Research, create and maintain a peer support group.
• Retain and attend all scheduled office hours.

REQUIREMENTS

• Membership in the Carleton University Students' Association or the Graduate Students' Association (taking at minimum of 0.5 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, creativity, and the ability to work efficiently.
• Ability to take initiative and work independently.
• Quick learner who is organized and a self-starter who is passionate about the centre's goals.
• Knowledge and training in areas including but not limited to: mental health first aid, first aid, and peer support (training can be provided).
CDAC Administrative Coordinator

TERM & RATE

Contract ends on April 30th 2022 (possibility for 1 year renewal). $16.11/hr, 20 hrs/week (reduced to 10 hrs/week during summer). This is a unionized role 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 one reference letter.

Submit your application via email to jobs@cusaonline.ca
Carleton University Students’ Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6 • Phone: 613-520-6688

Deadline
May 21st, 2021

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA’s accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.