



Executive Project Coordinator

The Carleton University Students Association is an incorporated, not for profit, student run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Union:	CUPE 3011
Position Title:	Executive Project Coordinator
Reports to:	CUSA President & General Manager
Department:	Administration
Hours of Work:	35 hrs/week
Salary:	\$46,967.90
Date Revised:	January 28, 2019

OBJECTIVE OF THE POSITION

The Executive Project Coordinator effectively manages and communicates executive projects and initiatives.

CORE COMPETENCIES

- Effective written and verbal communication skills
- Strong Project Management skills
- Ability to meet deadlines
- Agility to changes in projects and schedules
- Consistently communicate association wide Executive Project progress
- Decision making
- Time Management
- Planning & Organizational Skills
- Initiative and Accountability to keep projects on track
- Maintain Executive and Council policy and procedures
- Independence & Teamwork
- Networking & Relationship Building
- Accountability
- Creative & Innovative Thinking

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, aboriginal 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.



DUTIES & RESPONSIBILITIES

- Consistent and continual communication with ongoing Executive projects and initiatives to appropriate departments
- Knowledgeable of University policies and procedures
- Ability to use judgement to communicate challenges to the appropriate department in a timely manner
- Ensuring that all required documents are published and communicated in a timely manner
- Provide support, direction, leadership, coordination and or advice to the Executive
- Assist the Executive in the planning and execution of events, campaigns and other initiatives
- Advise the Executives on media relations, marketing, communications and branding as pertinent to all aspects of their portfolios
- Be available to attend all council related meetings
- Aware of ongoing student advocacy issues at Carleton and across the country
- Monitor monthly Executive operating income statements and communicate the variance to the VP Finance and General Manager
- Coordinate and record weekly executive meetings
- Coordination of all Executive bookings will be done via the enterprise portal
- Abide by all CUSA policies and procedures
- Ensuring the execution of project initiatives including onsite logistics and attendance
- Must have a valid driver license and or access to a vehicle
- Perform other duties as required in commensuration with the position and in consultation with the General Manager

QUALIFICATIONS/EXPERIENCE

- Diploma and or a Degree
- Good organizational skills
- Must have proven project management skills and experience
- Experience communicating project progresses and set backs
- Minimum one-year experience managing projects or in a related field
- Flexible with the ability to work under pressure and meet deadlines
- Ability to work independently without close supervision
- Proficient in the use of computers, with practical experience in the use of current software applications, i.e. Google Suite, Microsoft Office
- Demonstrated ability to work collaboratively and effectively as a member of a multidisciplinary team

SUBMIT YOUR
application
VIA EMAIL TO

Travis Lindgren | travis.lindgren@cusaonline.ca
Carleton University Students' Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

deadline
March 29,
2019

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