



WE'RE
HIRING,
JOIN OUR
TEAM!

Food Centre Administrative Coordinator

DUTIES

- Be responsible to the Director of Services, Vice-President of Student Services, and then the President, and on financial matters shall be responsible to the Vice-President Finance.
- Provide direction and coordination of the Centre's activities in cooperation with the Programming Coordinator while ensuring that the service meets the needs of students.
- Be responsible for the coordination and the operation of services including, but not limited to: The Good Food Box and the Emergency Food Bank. Be responsible for the liaison with other organization for information sharing and joint action.
- Responsible for seeking sponsorship and partnerships with other local organizations, companies and communities.
- Assist in programming to include but not limited to: informational and educational events, Food Drives, Food Sustainability week campaign and other events at least once per semester.
- Recruit volunteers to assist in Centre's day-to-day operation and special projects, 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 issue 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 centres goals.

TERM & RATE

One year from date of hiring, \$14/hour at 20 hours per week

Note: Summer hours are reduced to 10 hours per week. Position is unionized 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

[hiring@cusaonline.ca](mailto: hiring@cusaonline.ca)

Carleton University Students' Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

deadline
APRIL 27TH
2018

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.