

## Brock University Students' Union – Job Posting

<b>Job Title:</b>	Advocacy Coordinator	<b>Start Date:</b>	August 2021
<b>Location:</b>	On-Campus	<b>End Date:</b>	April 2022
<b>Salary:</b>	\$14.25	<b>Hours:</b>	20 hours/week (Academic Year)
<b>Supervisor:</b>	Director, Governance and Advocacy	<b>Posting Open:</b>	July 20, 2021
<b>Applications Accepted By:</b>	<i>Email:</i> krossetto@brockbusu.ca  Please reference position in subject line	<b>Posting Close:</b>	August 3, 2021

### **SECTION 1: PRIMARY JOB FUNCTION**

The Advocacy Coordinator is responsible for developing, implementing and executing feedback and awareness campaigns in the Fall and Winter semesters, pertaining to student advocacy. They will work closely with the Director, Governance and Advocacy as well as the Vice-President, External Affairs in order to achieve these goals and objectives.

#### **Responsibility 1: Advocacy**

- Create campaigns that include (but are not limited to) OUSA initiatives as well as those focused on campus related issues.
- Designing the campaigns to ensure that all students are able to give their feedback and become engaged with the campaign, through actions including but not limited to; a physical presence (i.e. tabling), online presence (i.e. social media), etc.
- Executing the campaigns successfully by working with other members of the advocacy department, as well as members of the office as a whole (i.e. the Marketing Team).
- Compile data from campaigns for the use of policy papers.
- Work to recruit and manage a team of volunteers who will be responsible for the ground presence necessary for successful campaign execution.
- Freedom to work to design additional initiatives that highlight student advocacy, awareness, participation and involvement.

### **SECTION 2: POSITION REQUIREMENTS**

- Strong written and oral communication skills.
- Marketing experience
- Ability to search out resources relevant to arising issues related to Post-Secondary Education
- Sound understanding of the political climate regarding Post-Secondary Education and student issues.
- Computer skills (word processing, spreadsheet, database, internet).
- Excellent planning, organization and time management skills.
- Ability to work independently or as part of a team.
- Strong interpersonal skills.

## Brock University Students' Union – Job Posting

- Must have a minimum 60% academic average at the time of their application as confirmed by the registrar's office

### **SECTION 3: HUMAN RELATION SKILLS, PROBLEM SOLVING AND ACCOUNTABILITY**

- Daily contact with Director, Governance and Advocacy and VPEA
- Occasional contact with staff members of the University when working on special projects, attending meetings.
- Occasional contact with divisional staff at meetings, or disseminating information.
- Ability to provide feedback in a positive and constructive manner.

#### PROBLEM SOLVING

- Manage the various tasks and projects assigned at once.
- Resolve logistical conflicts that may arise.

### **SECTION 4: WORKING CONDITIONS**

#### PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time some physical labour may be required i.e. moving materials around the office or other items for special events

#### PHYSICAL ENVIRONMENT

Standard office environment, occasional driving to off-campus business, community events or conference.

#### SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members. Job requires a high level of concentration and focus.

#### MENTAL STRESS

The Advocacy Coordinator must be able to work flexible hours in order to be successful. Must be able to work in fast paced environment and work through complex situations.

### **SECTION 6: ADDITIONAL QUALIFICATIONS**

- Legally eligible to work in Canada
- Must be a registered undergraduate student at Brock University during the term of their employment

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

*BUSU is an Equal Opportunity Employer.*

*Note: If you require accommodation at any time throughout the application process, or if this information is required in an accessible format, please contact [jmccollom@brockbusu.ca](mailto:jmccollom@brockbusu.ca) and we will be happy to provide appropriate assistance pursuant to BUSU's Accommodation and Accessibility policies.*