



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Municipal Campaigns Coordinator</b>
<b>Supervisor:</b>	Vice-President External Affairs
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	5-7 hours per week average, 10-15 hours during peak time
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

Elevate the status of municipal advocacy initiatives by developing and implementing at least one municipal campaign per term to highlight advocacy work and to engage and educate students on municipal initiatives.

### **DUTIES AND RESPONSIBILITIES:**

- Collaborate with the Vice President External Affairs team to prioritize municipal campaign ideas.
- Recruit and select a team of volunteers, alongside the Provincial and Federal Campaigns Coordinator to help develop and implement external affairs campaigns.
- Develop campaign plans and materials with volunteer committee.
- Complete all logistics necessary to run a successful campaign, including liaising with USC Promotions, on-campus and municipal stakeholders, relevant USC support, and volunteers coordination.
- Engage with municipal and community stakeholders to find areas of collaboration.
- If there is an election, run a Get Out The Vote campaign to promote student voting.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- The Municipal Campaigns Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.
- Other duties as set out by the Vice-President External Affairs.

## QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

## KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Municipal Campaigns Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Municipal Campaigns Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Municipal Campaigns Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Committee, the Municipal Campaigns Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

## TRAINING:

- The Municipal Campaigns Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President External Affairs and the USC Human Resources Department.
- The Municipal Campaigns Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.