



University Students' Council – Position Description

Position Title:	Community Engagement Coordinator
Supervisor:	Vice President Communications & Public Affairs
Remuneration:	\$18/hour
Hours of Work:	10-15 hours per week average
Term:	September 1 – April 30 th

OVERVIEW:

Under the direction of the Vice-President Communications & Public Affairs (VP-CPA), the **Community Engagement Coordinator** will spearhead student engagement initiatives with a direct focus on bringing students closer to the USC. The USC offers incredible services, operations, initiatives, and programs that all students should know about so they engage with the USC in ways that best suit them. The focus of this position is to engage with the USC's internal leaders and create communications methods to inform the student body. This could be through a newsletter, the USC Now app, community building initiatives, or through social media initiatives with the support of the USC's Campaigns Coordinator.

DUTIES AND RESPONSIBILITIES:

- Attend regular communications portfolio meetings as requested, on average once per week, to discuss portfolio projects and workflow.
- Attend meetings and events on behalf of the VP-CPA upon request.
- Support the VP-CPA with internal communications to gather information on programs and initiatives from the Executive, Operations, Council, and Coordinators and Associates.
- Coordinate campus-wide student council communications in collaboration with the VP Communications (or equivalent) from each faculty or affiliate council.
- Manage community aspects of the USC Now app, including collaborating with Clubs, USC portfolios, and Western groups.
- Lead monthly Community Meetings with AVPs and Coordinators to gather information and provide opportunities for cross-portfolio collaboration.
- Support the VP-CPA or relevant executive with the planning and execution of Open Executive Office Hours, or a similar program.
- Review and update regular publications that impact the USC's programming, including reviewing the descriptions of the USC's peer programs and services in USC's print and digital documents.
- Adhere to USC bylaws, policies and procedures.
- Complete a final report in compliance with the USC's Final Reports Procedure.
- Other duties as assigned by the Vice President Communications & Public Affairs.

QUALIFICATIONS:

- Previous experience with the USC is not required.
- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

- **Project Management Skills:** ability to identify project needs, develop plans, mobilize available resources, adapt to changing circumstances, set priorities, and manage time in order to effectively meet deadlines; detail-oriented with a strong sense of follow-through.
- **Communication Skills:** ability to employ strong written and verbal communication skills; actively listens to the issues of others in a manner that elicits cooperation and engagement.
- **Creativity Skills:** ability to think outside the box and approach campaigns, projects, and tasks with a unique angle and provide solutions to problems as they arise.
- **Adaptable and Resilient:** ability to integrate input and perspectives from multiple stakeholders; flexible and able to accommodate or integrate last-minute adjustments while maintaining energy and commitment in the face of setbacks or change.
- **Proactivity:** ability to anticipate future projects and seek out information and resources needed to take initiative; reconfigures processes and patterns in light of changing needs or circumstances and anticipates needs in advance of adverse circumstances or criticism.
- **Exceptional Writing Skills:** ability to write persuasively and employ rhetoric, edit and paraphrase others' writing for maximum impact, and use simple and succinct language to communicate complex ideas; utilizes proper grammar and syntax at all times.
- **Professionalism and Discretion:** ability to act professionally at all times including while working with peers, supervisors, and external stakeholders; exercises appropriate discretion when privy to information that is not available in the public domain.

TRAINING:

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