

University Students' Council
Charity Committee 2016-2017
Job Descriptions

Events Position Descriptions:

Charity Ball Coordinator (2)

- Shall work with the entire committee to plan and execute Western's annual Charity Ball.
- **Responsibilities include:** organizing the theme, lookbook, food, ticket sales, decorations and all other Charity Ball efforts, running the event the night of, communicating with the recipient organization.

Relay For Life Coordinator (2)

- Shall work with the entire committee to plan and execute Relay For Life.
- **Responsibilities include:** organizing the layout, setup and supplies, preparing all activities and events that will occur throughout the night, managing participants, communicating with the Canadian Cancer Society.

Haunted House Coordinator (2)

- Shall work with the entire committee to plan and execute the annual Haunted House.
- **Responsibilities include:** organizing the layout, setup and themes of the Haunted House, arranging all materials, managing volunteers, running the event during the day and night.

Children's Holiday Party Coordinator (2)

- Shall work with the entire committee to plan and execute the annual Children's Holiday Party.
- **Responsibilities include:** organizing the activities, supplies, set up and registration, managing volunteers, running the event the day of, communicating with The Care Provider's Association of London and Middlesex.

Dine in the Dark Coordinator (2)

- Shall work with the entire committee to plan and execute Dine in the Dark.
- **Responsibilities include:** organizing the venue, food, costs, ticket sales and activities for the event, running the event the night of, communicating with DeafBlind Ontario Services.

Outreach Position Descriptions:

Volunteer Coordinator (1):

- Shall recruit and organize volunteers for all USC Charity events and initiatives.
- **Responsibilities Include:** recruitment, orientation, organizing, training and thanking of volunteers.

Sponsorship Coordinator (4):

- Shall work to obtain sponsorship for all USC Charity events and initiatives.
- **Responsibilities Include:** Contacting businesses for sponsorship requests, tracking and recording all items received and their dollar value, and facilitating pickup and delivery of sponsorship items.

United Way Coordinator (1):

- Shall work with the entire committee **and** Western's United Way Campaign, be a liaison between the two committees, and will plan and execute United Way events.
- **Responsibilities Include:** Attending both the USC Charity Committee meetings as well as the bi-weekly United Way meetings, relaying all information between both committees, and planning at least 3 events throughout the year.

Outreach Coordinator (1):

- Shall create and maintain lasting relationships with local London Community Initiatives by acting as a liaison between the London and Western community.
- **Responsibilities Include:** Establishing outreach events for the Committee and Western Students to take part in (at least 5 throughout the year).

Communications Position Descriptions:

Promotions Coordinator (3)

- Shall promote USC Charity events within the Charity portfolio across campus and in the London Community, and maintain relations with On Campus councils and clubs.
- **Responsibilities include:** Social media management and campaigns, physical promotions, presentations at council meetings, communications with USC outlets, and communications beyond campus.

Media: Graphic Design Coordinator (1)

- Shall work with the entire committee to create graphics for both print and web to promote all USC Charity Events and initiatives while maintaining pre-established brand.
- **Responsibilities include:** Creating graphics for social media (Facebook), creating posters, designing Children’s Holiday Party Shirts, cover photos (Facebook), logos, and other promotional graphics.
- **Experience with Photoshop is a must.** Experience with Illustrator, InDesign, and any software listed under *Media: Videography/Photography Coordinator* is an asset.

*If applying to this portfolio, please **attach previous media work.***

Media: Videography/Photography Coordinator (2)

- Shall work with the entire committee to create multimedia to promote all USC Charity events and initiatives
- **Responsibilities include:** filming and photography at USC Charity events, compilation of video for advertisements and promotional teaser videos, creation of recap video for the 2016-2017 USC Charity Committee.
- **Experience with Video and Photo Editing Software is a must (iMovie and Adobe Lightroom are preferred).** Experience with Flash (Animation), AfterEffects, and any software listed under *Media: Graphic Design Coordinator* is an asset.

*If applying to this portfolio, please **attach previous media work.***