



University Students' Council of the University of Western Ontario
Position Description
ADVOCACY TEAM COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: ADVOCACY TEAM COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Through the organization and execution of campus-wide advocacy promotions, the Advocacy Team Coordinator will initiate campaigns that foster student engagement and generate awareness for a number of USC advocacy and research initiatives . These include, but are not limited to: academic affairs, student appeals, student experience, municipal affairs, OUSA and provincial affairs, and federal affairs. The Coordinator will act as the project manager for each of these endeavours and act as a leader and mentor for the team.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Work with Vice-President and Associate Team to develop a plan for the year to align the team's structure with current USC priorities and to promote and advertise the team for the purpose of recruiting team members
- (2) Select and oversee the Advocacy Team selection.
- (3) Execute effective advocacy campaigns on behalf of the USC for various initiatives and research needs
- (4) Adhere to USC bylaws, policies and procedures.
- (5) Liaise with the President and Vice-President to promote the USC, its services, programs and advocacy initiatives
- (6) Responsible for overseeing the Student Appeals Support Centre and be knowledgeable of the student appeals process.
- (7) Oversee the training and skills development of Advocacy Team members, in consultation with the USC Volunteer Services Department.
- (8) Work with various USC volunteers and staff members to execute advocacy initiatives projects.
- (9) Complete an interim report at the end of the fall academic term (December) and a



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final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

4.00 QUALIFICATIONS:

- (1) The Advocacy Team Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders.
- (2) The Advocacy Team Coordinator will act as project manager for all the projects assigned to them Advocacy Team and therefore strong organizational and time management skills are paramount to the success of promotional campaigns.
- (3) In leading Advocacy Team, the Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members.
- (4) The Advocacy Team Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (5) Knowledge of the structure of the USC and its operations and services

5.00 TIME COMMITMENT:

This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 8 hours per week
- (3) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.

6.00 TRAINING/SUPPORT:

- (1) The Advocacy Team Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President and the USC Volunteer Services Department.
- (2) The Advocacy Team Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Advocacy Team Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential



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7.00 LEARNING OUTCOMES:

- (1) The Advocacy Team Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Advocacy Team Coordinator will develop project planning and event management skills.
- (3) The Advocacy Team Coordinator will develop relevant advocacy, research, and policy skills

8.00 COMMUNITY IMPACT:

- (1) The Advocacy Team Coordinator will strive to create and implement innovative public engagement campaigns that garner student feedback and enlist student participation in USC advocacy.
- (2) The Advocacy Team Coordinator will work to foster a strong sense of involvement and participation among Advocacy Team members in promotional campaigns and team activities.

9.00 EVALUATION:

- (1) The Advocacy Team Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION

- (1) The Advocacy Team Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Advocacy Team Coordinator must:



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- i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Advocacy Team Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Vice-President

- (2) Secondary support: Manager, Volunteer Services and Manager, Advocacy and Government Services