



University Student Council

Job Title: External Advocacy Task Force Core Team Member

Supervisor: Associate Provincial and Federal Affairs

Remuneration: Volunteer

Hours of Work: 3 hours/week

(with up to 7-10 hours/week leading up to the election)

Term: August - October 21st

Overview

Support the vice-president and the associate provincial and federal affairs in executing the Get Out The Vote campaign for the upcoming 2019 federal election by managing election information booths, assisting with social media campaigns, promoting events, and liaising with student clubs and councils. This role is focused on encouraging students to be informed on election issues and increasing voter participation.

Duties/Responsibilities

- Coordinate with fellow task force members in combined effort to promote election related events such as Pints and Politics
- Assist with set up and managing of the election information booth in the UCC
- Work with the USC Communications Officer to assist with dissemination of social media campaigns
- Work with student clubs, associations, and residence councils in execution and promotion of election related events
- Actively engage with students to promote informed decision making voter participation
- Assist the Associate Provincial and Federal Affairs with other duties assigned

Qualifications

- Must be an undergraduate student as defined by Western University during the school year they are in this role.

Knowledge, Skills, and Abilities

- Project Management Skills: mobilizes available resources, adapts to changing circumstances, sets priorities and manage time in order to effectively meet deadlines. Strong sense of follow-through.
- Team Work: Provides consistent support to the team, makes effective contributions and works hard to achieve the collective goals.
- Communications Skills: actively listens to the issues of others in a manner that elicits cooperation and engagement.
- Resource Management: ability to manage minimal resources in order to maximize their effectiveness.

- Adaptability and Resiliency: comfortable working in a constantly fluctuating work environment. Integrates input and values perspectives from multiple stakeholders. Flexible and able to accommodate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- Professionalism and Discretion: uses diplomacy and tact when engaging with individuals presenting inquiries or concerns. Can be trusted with sensitive information.