University Students’ Council – Position Description

Position Title: Enviro USC Coordinator
Supervisor: Vice President Student Support & Programming
Remuneration: Honoraria $3000
Hours of Work: 5-8 hours per week average, 10-15 hours during peak time
Term: August 1 – April 30th

OVERVIEW:

The Enviro USC Coordinator is expected to promote sustainability amongst the student body and broader campus community through programming, campaigns, and initiatives. The Coordinator shall also bring awareness to key environmental issues affecting the student body and/or campus community and empower the student body and campus community to make progressive, sustainable changes. Finally, the Enviro USC Coordinator shall work with the USC Executive and student groups on campus to ensure programming, policies, and operations are environmentally-friendly and sustainable.

DUTIES AND RESPONSIBILITIES:

● With the support of a leadership team, organize campaigns, programs, and initiatives to raise awareness about issues related to environmentalism and sustainability through an equitable and intersectional lens.
● Organize and execute programming at least twice per semester, including at least one campus clean-up and one climate strike.
● Maintain communication with Western University services and programs, including but not limited to, Sustainability at Western, the Department of Housing and Ancillary Services, and Facilities Management.
● Maintain communication with allies at the Society of Graduate Students.
● Consult with the VP Student Support & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
● Work with the VP Student Support & Programming, VP University Affairs, and President to produce recommendations on changes that should be made to promote sustainability in USC and university operations.
● Responsible for the recruitment, selection, and management of a leadership team, in consultation with the AVP Programming. Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.
● Maintain an active working relationship with the VP Student Support & Programming AVP Programming.
● Adhere to USC bylaws, policies and procedures.
● Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
● Asks for help with projects and tasks where needed.
• Complete an interim and final report in compliance with the USC’s Final Reports Procedure.
• All USC Coordinators are encouraged to promote each other’s events. This will ultimately benefit everyone in their efforts to promote their initiatives.
• Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

• 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:

• Interpersonal Communication: The Enviro USC 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 Enviro USC Coordinator will act as project manager for all the projects incumbent upon the Enviro USC leadership team to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Enviro USC Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

• Group Facilitation: In leading the Executive Committee and Project Teams, the Enviro USC 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 Enviro USC Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Support and Programming and the USC Human Resources Department.

• The Enviro USC Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.