

USC Peer Support 2023-24 Executive Position Descriptions

The USC's Peer Support Centre is hiring committee member positions to work directly alongside our executive team throughout the 2023/24 academic year in various capacities. The Peer Support Centre is a space to provide a listening ear, explore resources, as well as promote self-care. Through our executive teams, we hope to bring these values and skills outside of the Centre to continue to advocate for wellness within the Western community.

The USC is seeking four (4) undergraduate students in the 2023/24 term to act as VPs on the Food Support Committee. These roles include VP Events, VP Internal, VP Marketing, and VP Podcast.

VP Events 3-5 hours per week

Responsible for managing a small team of volunteers to organize and execute weekly wellness events focused on promoting the Peer Support Centre. The VP events must facilitate creative, engaging, and diverse events (small and large scale) for the Western community. Additionally, they must organize and execute engaging and creative internal events for volunteers (1-2/semester minimum). These events should prioritize all aspects of EDI and speak to all areas of wellness. The VP should network with campus stakeholders (clubs and organizations) to facilitate collaborations and create the largest possible impact on the Western student body. Finally, they must attend regular strategic meetings with the Peer Support Coordinator.

VP Internal 3-5 hours a week

Responsible for generating new and innovative methods for peers to interact and engage with the Peer Support Centre. These methods must promote EDI and facilitate wellness. The VP Internal must maintain a clean, organized, comfortable, and accessible environment in the Centre for all peers to feel safe in. They must also keep the resource library up-to-date with relevant services to Western students (both on and off campus). This may include connecting with various internal and external organizations for relevant information. Finally, the VP must attend regular strategic meetings with the Peer Support Coordinator.

VP Marketing 3-5 hours a week

Responsible for developing a comprehensive strategy for Peer Support's social media to ensure that online communication is meaningful and consistent throughout the entire school year. This includes weekly wellness posts and additional posts as necessary, creating event graphics and

event pages on Facebook, advertising for events, overall management of social media, as well as working to increase online presence and student engagement with Peer Support's social media platforms. The VP Marketing should connect with organizations and student support services to facilitate marketing campaigns and collaborations. Finally, the VP must attend regular strategic meetings with the Peer Support Coordinator.

VP Podcast 3-5 hours a week

Responsible for the successful management of Peer Support's podcast series, Students on Services (S.O.S.), which promotes and connects students to the Peer Support Centre, as well as various campus and community stakeholders (clubs and organizations). This includes developing the ideas behind each episode, outreach to various organizations for collaborations, and editing and uploading episodes. This also requires the development of a comprehensive strategy to ensure that the program remains meaningful and consistent throughout the entire school year. Finally, the VP must attend regular strategic meetings with the Peer Support Coordinator.