

ENVIROUSC EXECUTIVE HIRING 2023/2024

POSITION DESCRIPTIONS

ASSISTANT COORDINATOR

The Assistant Coordinator is the first source of support for the EnviroUSC Coordinator

The Assistant Coordinator is responsible for:

- Assisting the Coordinator with any outstanding tasks
- Assisting all portfolio executives with any outstanding tasks
- Planning full team meetings and socials for the team
- Take notes/keeping meeting minutes for all executive meetings
- Managing the team's drive and calendar throughout the year

The Assistant Coordinator role will require strong communication, leadership, and organizational skills. It is a great opportunity for those looking to get involved in a team environment and get both management and leadership experience!

VICE PRESIDENT OF EVENTS

VP Events is responsible for:

- Planning, managing and executing all EnviroUSC events, workshops, and initiatives
- Assisting the Coordinator in hiring the Events Portfolio
- Overseeing and providing guidance to the Events Portfolio
- Working closely with campus and community stakeholders such as the USC, clubs, peer programs, and local organizations/businesses to create collaborative, engaging and educational events

The VP Events role will require strong leadership and organizational skills in order to execute programming and event development. It is an amazing opportunity for those who want to get more experience in managing a team, as well as the logistics behind the scenes of incredible events!

VICE PRESIDENT OF COMMUNICATIONS

VP Communications is responsible for:

- Managing all social media accounts associated with EnviroUSC, including Instagram, TikTok, and Facebook
- Assisting the Coordinator in hiring the Communications Portfolio
- Overseeing and providing guidance to the Communications Portfolio
- Ensuring, in conjunction with the Communications Portfolio, that all EnviroUSC events are adequately advertised
- Strategizing ways to increase EnviroUSC's online and in-person engagement with the student body

The VP Communications role will require creativity and organization to ensure our online media presence and campaigns are effective, aesthetic, and accessible for everyone. It is a great opportunity for someone who would like to further their marketing experience and manage a team!

VICE PRESIDENT OF OUTREACH

VP Outreach is responsible for:

- › Promoting EnviroUSC initiatives, programming, and events to both the Western + Affiliates and the broader London community.
- › Assisting the Coordinator in hiring the Outreach Portfolio
- › Overseeing and providing guidance to the Outreach Portfolio
- › Developing and maintaining relationships with different environmental groups, organizations, and movements on campus and in the London community
- › Reaching out to potential collaborators and speakers for EnviroUSC events

The VP Outreach role will require close community involvement, including both the campus and greater London community. It is a great opportunity for someone looking to develop their outreach and programming experience beyond the scope of Western!

VICE PRESIDENT OF EDUCATION

VP Education is responsible for:

- › Researching global and local issues pertaining to Climate Change and the Environment
- › Assisting the Coordinator in hiring the Education Portfolio
- › Overseeing and providing guidance to the Education Portfolio
- › Staying up-to-date with current issues concerning environmental injustice and strategizing ways to spread awareness and facilitate discussions on campus

The VP Education role will require a quick learner with strong leadership and communication skills. This is an amazing opportunity for those looking to gain research and team management experience!

VICE PRESIDENT OF FINANCE

VP Finance is responsible for:

- › Monitoring fiscal responsibilities of the commission
- › Assisting the Coordinator in hiring the Finance Portfolio
- › Overseeing and providing guidance to the Finance Portfolio
- › Acquiring sponsorships when necessary
- › Assessing the operational feasibility of programming and campaign ideas

The VP Finance will require budget management knowledge and it is a great opportunity for those who want to get more experience in handling an organization's finances!