

Associate Coordinator(s)

Applicants must have excellent organization skills, initiative, and decision-making skills. They will work closely with the Coordinator. Responsibilities include:

- Taking meeting minutes
- Communicating with other executives and making decisions on behalf of the Coordinator
- Sending out reminders to other executives and keeping them accountable
- Helping with organizing and strategizing for improvements to internal processes

Marketing and Communications Executive Portfolio

Applicants must be well-versed in using social media as an integral marketing and communications strategy. They will work closely with other executives to build ESS's online presence. Responsibilities include:

- Managing all social media accounts associated with ESS, including Instagram and Facebook
- Regularly posting advocacy campaigns, event promotions, and related content on social media
- Coming up with creative and engaging captions for social media posts
- Staying organized with content calendars and other organizational tools
- Strategizing ways to increase ESS's online and in-person engagement with the student community

Graphic Design and Content Executive Portfolio

Applicants must be creative with artistic and management skills. Experience with graphic tools such as Canva, Photoshop, Procreate, etc. is preferred. Photography skills and access to a camera are an asset, but not required. Responsibilities include:

- Creating, managing, and directing all graphic content for ESS, including social media posts, posters, photoshoots, and other advertising materials
- Working closely with Marketing and Communications Executives on social media content
- Keeping up to date with deadlines and following content calendars

Advocacy Executive Portfolio

Applicants must be passionate, knowledgeable and driven in the pursuit of positive change regarding cultural awareness on the Western campus. Responsibilities include:

- Providing resources and data and ideating on ESS's social media campaigns
- Researching global and local issues that affect Western's diverse student populations
- Staying up-to-date with current issues concerning racial/cultural injustice and strategizing ways to spread awareness and facilitate discussions
- Monitoring ESS's content output to ensure they adhere to the highest standards of cultural accuracy, sensitivity, and appropriateness

Community Outreach Executive Portfolio

Applicants must have strong communication skills and be comfortable reaching out to a diverse array of people. They will be in charge of upkeeping ESS's relationships with student-led groups and other organizations on campus, within London, etc. Responsibilities include:

- Developing and maintaining relationships with different cultural groups and organizations in the London community
- Reaching out to potential collaborators and speakers for ESS events
- Following student trends, news, and stories to share with other executives on emerging and relevant discussions happening at Western that affect minority students

Event Management Executive Portfolio

Applicants must be meticulous, organized, and demonstrate strong leadership skills. They will contribute to the creating, planning, and execution of in-person and online events for ESS.

Responsibilities include:

- Coming up with and implementing ideas for in-person campaigns and events that will engage the student community with ESS
- Overseeing all necessary courses of action for developing strong and engaging events
- Working closely with campus stakeholders such as the USC, clubs and organizations, and peer programs to create collaborative events

Finance and Operations Executive Portfolio

Applicants must be meticulous, organized, and communicative. Knowledge of accounting and finance management and experience with related tools are preferred, but not required.

Responsibilities include:

- Overseeing ESS's entire budget and budgeting for all programming and campaigns
- Advising the ESS team on spending strategies and available funds
- Contacting catering and other outsourcing services, acquiring estimates, ordering supplies, and handling all goods and services which were paid for
- Assessing the operational feasibility of programming and campaign ideas