



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>EnviroUSC Coordinator</b>
<b>Supervisor:</b>	Vice President Orientation & Programming
<b>Remuneration:</b>	\$18/hour
<b>Hours of Work:</b>	10 hours per week average
<b>Term:</b>	September 1 – April 30 <sup>th</sup>

### **OVERVIEW:**

The EnviroUSC 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 provide programming that promotes sustainable practices and environmentalism.

### **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.
- Work with the VP Orientation & 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 Orientation & Programming. Contribute to the budgeting and event proposal process for all portfolio initiatives.
- Maintain an active working relationship with the VP Orientation & Programming and AVP Orientation & Programming.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Orientation & Programming.
- Asks for help with projects and tasks where needed.
- 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 Orientation & 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 Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The EnviroUSC 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 EnviroUSC Coordinator will act as project manager for all the projects incumbent upon the EnviroUSC leadership team to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The EnviroUSC 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 EnviroUSC 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 EnviroUSC Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Orientation & Programming and the USC Human Resources Department.
- The EnviroUSC Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.