

Job Description: Outreach & Events Coordinator

The Regina Public Interest Research Group (RPIRG) is a student-run, student-funded non-profit organization dedicated to community-based research, education, action and awareness in the public interest. RPIRG exists to provide its members with the resources to be active citizens on the University of Regina campus and in the greater community. RPIRG has been in operation since 2007.

****This position is only being offered to students at the University of Regina****

Responsibilities:

- Participate in regular board meetings and committee meetings, by participating in the consensus decision making process, providing all relevant information to the board, including activity reports, and following up with board and staff to ensure the timely completion of tasks.
- Event coordination: Organize, plan, promote, recruit and carry out all aspects of RPIRG's events, including Welcome Week, Annual General Meetings, elections, conferences and campaigns.
- Community relations/networking: Establish contacts and maintain communication with students, campus groups, U of R faculty, and community groups for the purpose of outreach and community awareness on issues of public interest.
- Marketing to raise awareness of RPIRG student opportunities and events, including producing a monthly newsletter, producing the annual report, ensuring board and staff attendance at funded events, creating and ordering PR materials, taking photos at events, and updating web content.
- Work with board and staff to allocate funds for student-led working groups and projects. Support RPIRG working groups and all funded student projects.
- Volunteer coordination: recruitment, retention and management of the organization's volunteers.
- Facilitating, ordering, and organization of the alternative library resources.

Requirements:

Knowledge of:

- Public interest issues relevant to students and/or the community of Regina
- Volunteer management, recruitment and retention
- Consensus decision making
- Event coordinating and management

Skills/Abilities:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Demonstrated leadership ability
- Computer skills (internet, word processing, spreadsheets, Photoshop)
- Self-motivated with an ability to work without supervision
- Interest in and willingness to work in a leadership role with student volunteers, using a consensus decision-making process

Contract Period: August 1, 2013 to April 30, 2014, with possibility for renewal.

Hours of Work: 20.0 hours per week. Hours are flexible.

Reports to: Reports to and accepts direction from the Board of Directors and the Executive Director