



## Kwantlen Student Association

### JOB DESCRIPTION

#### A. IDENTIFICATION

<b>Position Title:</b>	Clubs and Outreach Coordinator
<b>Department:</b>	Clubs and Outreach
<b>Status:</b>	Temporary, Contract, Full-Time (6-month contract)
<b>Wage:</b>	\$23.42/-
<b>Hours:</b>	40 per week
<b>Location:</b>	Surrey Campus, Varies
<b>Union Component:</b>	BCGEU 704
<b>Classification:</b>	Coordinator 1

#### B. POSITION SUMMARY

The Clubs and Outreach Coordinator is responsible for the planning and execution of Kwantlen Student Association (KSA) outreach activities through the KSA Street Team, social media, as well as supporting the creation and maintenance of student clubs. This position will work closely with the Vice-President, Student Life, Student Life Committee, and KSA Clubs to develop the culture of student clubs and improve student life at KPU. This position reports to the Executive Director and must, at all times during the course of their duties, uphold the KSA Constitution, Bylaws, Regulations, Procedures, Collective Agreement and Strategic Plan

#### C. DUTIES AND RESPONSIBILITIES

- Maintain master list of clubs and club members
- Manage on-campus requests and activities for KSA Street Team with KSA Volunteer Coordinator
- Develop marketing strategies for activities coordinated by Student Life Standing committee and in conjunction with the Marketing Coordinator
- Liaise with VP Student Life and other elected officials as needed
- Provide regular reports on program performance to Executive Director
- Collaborate with Policy and Political Affairs Coordinator on internal policies affecting campus clubs
- Update KSA Social Media feeds based on KSA Communications Strategy
- Preparing tabling and outreach marketing materials for distribution
- Support students in the creation, governance, and operations of campus clubs
- Collaborate on recruitment, training, and supervision of KSA Street Team with the KSA Volunteer Coordinator
- Develop skills training and professional development opportunities for club executives and members
- Develop and maintain KSA Clubs Guide
- Provide support for other major KSA events.
- Coordinate Clubs Days in collaboration with KSA Events Coordinator
- Coordinate club socials/meet and greets in collaboration with KSA Events Coordinator
- Provide support as needed for special events/governance operations from clubs
- Other duties as assigned

#### D. OCCUPATIONAL REQUIREMENTS

- Must possess a post-secondary diploma or equivalent
- Minimum 1 year of marketing or promotions experience mandatory
- Extensive social media experience required
- Experience working with people from a variety of diverse backgrounds an asset
- Volunteer coordination or equivalent supervision experience an asset
- Event planning and/or event photography experience an asset
- Flexible work schedule – may include evening and weekend work
- Excellent public speaking, written and verbal communication skills, second language an asset
- Basic working knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) an asset
- Must be comfortable lifting up to 35 lbs. (15kg)
- Personable, empathetic, professional, and well-organized
- Have a desire to learn and a passion to make a difference in the world

*KSA hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. Only candidates selected for interviews will be contacted.*