



## EMPLOYMENT OPPORTUNITY

**Position:** Campaigns Coordinator  
**Type:** 10-12 Hours/Week  
**Location:** Mississauga  
**Duration:** Friday, June 10, 2022 – Sunday, April 30, 2023.

**Date Posted:** May 9th, 2022  
**Expiry Date:** May 23rd, 2022 - 11:59PM

### UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student centre and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. ([www.utmsu.ca](http://www.utmsu.ca)).

### Job Description:

The Campaigns Coordinator will be working closely with the Vice President External to fulfill the goals of the UTMSU via events, services, programs, etc. The candidate will support the projects and campaigns within the external portfolio to ensure that students are engaged with existing and new initiatives of the union.

### Responsibilities:

- Must complete **at least five (5) office hours a week.**
- Attend weekly team meetings, ministry meetings, and other meetings pertaining to External affairs and the UTMSU.
- Support the promotions coordinator with outreaching and design campaigns to engage students
- Organize weekly tabling sessions on campus to communicate with students and educate them about active/ relevant campaigns
- Responsible for coordinating the outreach efforts of the organization.
- Assist with campaigns commissions to ensure student concerns are addressed
- Chair or take minutes at certain meetings as designated
- Complete tasks as assigned by the VP External.

### Qualities/Skills Required:

- Highly organized.
- Effective communicator.
- Punctual.
- Extremely personable.
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter-and intra-personal skills.
- Good organizational skills: time management and organize/schedule meetings.
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.
- Knowledgeable and/or willing to learn.
- Effective Note Taker.

**Compensation**

Remuneration is \$15.00/hour

**Contact / Application Information:**

For more information on the position of Campaigns Coordinator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [vpexternal@utmsu.ca](mailto:vpexternal@utmsu.ca).

**How to Apply:**

Please send your cover letter & resume by May 23rd, 2022 at 11:59PM to the attention of Wenhan (Berry) Lou: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [vpexternal@utmsu.ca](mailto:vpexternal@utmsu.ca) . Please use the subject “**Application: Campaigns Coordinator**”.

**Interview:**

Only selected candidates will be invited for an interview.

- Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

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