



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100
Mississauga ON, L5L 1C6
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EMPLOYMENT OPPORTUNITY

Position:	Campaigns & Outreach Coordinator	Date Posted:	May 11th, 2026
Type:	10-12 Hours/Week	Expiry Date:	May 26th, 2026 - 11:59PM
Location:	Mississauga	Positions Available:	1 (One)
Duration:	Mon. June 8, 2026 – Fri. April 30, 2027		

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 (utmsu.ca).

Job Description:

The Campaigns & Outreach Coordinator will be working closely with the President to fulfill the goals of the UTMSU's campaigns, events, and services. The candidate will support the projects and campaigns to ensure that students are engaged with existing and new initiatives of the union, and broader CFS campaigns.

Responsibilities:

Campaigns

- Must complete at least six(6) office hours a week.
- Create creative project plans for campaigns.
- Attend weekly team meetings, Campaigns & Advocacy Commission meetings, and other meetings pertaining to President affairs and the UTMSU.
- Assist with the Campaigns & Advocacy Commissions to ensure student concerns are addressed.
- Chair or take minutes at certain meetings as designated.
- Complete tasks as assigned by the President.

Outreach

- Support the marketing 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 via weekly check-ins on target initiatives and outreach quality and progress.
- Work closely with volunteer coordinators to schedule volunteers for outreaching.

Qualities/Skills Required:

- Contactable at all times.
- 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 organising/scheduling 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 notetaker.

Compensation

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Campaigns Coordinator, please contact UTMSU at jobs@utmsu.ca and vpexternal@utmsu.ca.

How to Apply:

Please send your cover letter & resume by **May 26th, 2026 - 11:59PM** to the attention of Xingyi (Freya) Gao: jobs@utmsu.ca and CC: vpexternal@utmsu.ca . Please use the subject "Application: Campaigns & Outreach Coordinator".

Interview:

Only selected candidates will be contacted for an interview.

— Your Students' Union

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Local 109 - Canadian Federation of Students

Visit us on utmsu.ca or follow us on Instagram [@myUTMSU](https://www.instagram.com/myUTMSU).