Position Description

Position Title: External Advocacy Commission (ADVOCOM) Vice-Chair

Reports to: Vice-President External Affairs  
Supervises: None  
Employee Status: Term, Appointed  
Appointed by: Vice-President External Affairs  
Length of Term: March 18th, 2013 to April 30th, 2014  
Hours per week: 15  
Compensation: Salaried based on $10.50 per hour

Position Purpose

The ADVOCOM Vice-Chair will assist in carrying out political and administrative duties such as issues based external campaigns, campus engagement strategies, and student advocacy at the municipal, provincial and Federal levels of government and other initiatives. The ADVOCOM Vice-Chair will assist the Vice-President External with coordinating and facilitating all ADVOCOM meetings and affairs.

Duties and Responsibilities

- Sit on and be the Vice-Chair of the External Advocacy Commission  
- Sit on lobbying, liaising and public transit- related UBC and AMS committees and working groups at the request of the Vice-President External Affairs  
- Report on issues relating to campus engagement at UBC  
- Develop a strong grasp on issues such as funding for post-secondary education, transit accessibility and funding, domestic and international student issues and liaise with the appropriate bodies on and off campus  
- Help organize and direct special events, conferences, and long term projects such as lobby days, provincial election campaigns, transit campaigns, and campaigns directed around post-secondary issues.  
- Work with the AMS executive, campus organizations, and off-campus groups to create partnerships  
- Collaborate with the Executives to develop the SUDS conference  
- Perform portfolio specific tasks  
- Foster a strong team relationship which emphasizes teamwork and communication  
- Assist in scheduling, organizing, and planning meetings and other administrative duties as required  
- Attend meetings on behalf of the VP External as required  
- Live the mission and values of the AMS daily  
- Other duties as required

Qualifications and Experience

- Must be a currently registered UBC student  
- Able to execute tasks quickly and efficiently  
- Confident public speaker  
- Able to research and write high quality policy papers and briefing documents  
- Experience in policy development and/or planning
• Strong organizational skills
• Professional conduct
• Strong interpersonal and communication skills
• Interest in pursuing initiatives and lobbying priorities of the current VP External
• Experience in event planning
• Creative abilities
• Knowledge of issues at UBC and post-secondary education is required
• Strong creative point of view
• Ability to meet deadlines and work well under pressure
• Must be able to work flexibly, adapting to the different needs and limitations of each project
• Results-oriented and reliable
• Past experience or involvement in campus-related leadership initiatives an asset
• Strong strategic and critical thinking skills