



Job Description

Position title:	SAC Community Engagement Coordinator
Reports to:	Vice-President Administration
Supervises:	None
Employee status:	Term, Appointed
Length of term:	May 1, 2016 – April 30, 2017 (12 months)
Hours per week:	15 hours per week
Compensation:	Tier 1
Date revised:	March 2016

Position Purpose

The Community Engagement Coordinator will assist the Vice-President Administration in building campus spirit and community at UBC by acting as a liaison between the AMS and non-AMS student groups on campus such as The RHA, Thunderbird Athletics Council, UBC REC, the Greek System and more. This position will also spearhead community-building within the Nest by organizing events for clubs and promoting the visibility of clubs in the building.

Duties and Responsibilities

- Liaise with clubs, AMS events, UBC staff, and non-AMS student groups on campus concerning programming in the Nest
- Organize or attend meetings of non-AMS groups to keep updated regarding events happening around UBC campus
- Consult groups on campus and facilitate collaboration among them
- Organize and host a campaign for the AMS' philanthropy
- Build community within the Nest by organizing events to engage students and organizations
- Organize events to animate the Nest
- Increase the visibility of AMS clubs and other student organizations
- Investigate new strategies to collaborate with and promote UBC athletics
- Work with the AMS mission statement and values to operate a successful department
- Other duties as required

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- Knowledge of campus groups and students life is essential
- Able to multi-task and manage several projects with widely different themes at the same time is essential
- Interest in community building
- Experience in event planning
- Professional conduct
- Strong organizational skills
- Strong interpersonal and communication skills
- Leadership skills