



Job Description

Position title: [External Affairs Campaigns & Engagement Commissioner](#)~~External Advocacy Commission (ADVOCOM) Vice-Chair~~
Reports to: Vice President, External Affairs
Supervises: None
Employee status: Term, Appointed
Length of term: May 1 – April 30 (1 year)
Hours per week: 15
Compensation: Tier 1
Date revised: [May 2017](#)

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Position Purpose

The ~~ADVOCOM Vice-Chair~~ [External Affairs Campaigns & Engagement Commissioner 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. ~~This position will also assist the Vice President, External Affairs with coordinating and facilitating all ADVOCOM meetings and affairs.~~

Duties and Responsibilities

- ~~Act as 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 VP, 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~~ [VP External Affairs](#) 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
- Works 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
- 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