



Job Description

Position title:	External Affairs Campaigns and Engagement Coordinator
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:	March 20, 2018

Position Purpose

The Campaigns and Engagement Coordinator will be carrying out duties such as creating and running issues-based campaigns to educate and interact with UBC students, develop campus engagement strategies, and rally support to aid the VP External's advocacy at the municipal, provincial and federal levels of government.

Duties and Responsibilities

- Work with the AMS Executive, campus organizations, and off-campus groups to create partnerships that build support for advocacy
- Act as the liaison between the AMS External Affairs office and campus groups
- Report on gaps within 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, undergraduate and graduate student issues
- Organize and direct special events, speaker series, conferences, canvassing, and long term projects such as election campaigns, transit campaigns, and campaigns directed around post-secondary issues
- Recruit and retain a team of volunteers that will work assist the External Affairs team in running campaigns.
- Work with other staff in the portfolio, to conduct research in support of understanding student issues and supporting a data-driven and research-based advocacy model, through focus groups, surveys, etc.
- Collaborate with the Student Union Development Summit (SUDS) Coordinator to plan the SUDS conference
- Assist in scheduling, organizing, and planning meetings and other administrative duties as required
- Oversee updates to the AMS website, develop and commission social media and media content for engagement
- Attend meetings for lobbying, events, engagement or others, 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, results oriented
- 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 and logistical planning skills
- Strong interpersonal and communication skills
- Strong strategic and critical thinking skills
- Strong creative problem solving ability
- Interest in pursuing initiatives and lobbying priorities of the current VP External
- Knowledge of issues at UBC and post-secondary education is strongly preferred
- 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
- Past experience or involvement in campus-related leadership initiatives an asset