



Position Description

Position Title:	Community Engagement and Philanthropy Coordinator
Reports to:	Vice President Administration
Status:	Term, Appointed
Length of Term:	May 1, 2014 – April 30, 2015 (12 months)
Appointed by:	New SUB Committee
Hours per week:	May 1 2015 - September 30 2015 at 20hours/week October 1 2015-April 29 2016 at 15 hours/week
Compensation:	Salaried based on \$11.25/hr (Tier 2)

Position Purpose

The Community Engagement and Philanthropy Coordinator will assist the AMS 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 Athletes Council, UBC REC, The Greek System and more. This position will also assist in re-visioning the philanthropic initiatives supported by the AMS and run the Shinerama campaign.

Duties and Responsibilities

- Liaise with stakeholders including club representatives, AMS staff, UBC staff, non-AMS student groups on campus around philanthropic initiatives and hosting of programming in the new SUB
- Attend meetings of non-AMS groups to keep updated regarding events happening around UBC campus
- Consult groups on campus and compile a collaboration report outlining gaps for collaboration between AMS events and student groups on campus
- Organize and execute the AMS Shinerama campaign
- Collaborate with two philanthropic events per term already happening
- Initiate and see signoff processes through as required; compile final reports
- Develop plans for ongoing consultations with students and the campus community around philanthropic initiatives
- Live the mission and values of the AMS daily
- Other duties as required

Relevant Experience/Qualifications

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