

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS 9 - UVSP Administration and Campaigning Assistant

DEPARTMENT NAME: UVic Students' Society, Sustainability Project

CONTACT NAME: Katia Bannister — UVSP Coordinator

JOB DESCRIPTION:

The UVSP Administrative and Campaigning Assistant will:

- Work both collaboratively and independently with guidance from the UVSP Board of Directors and the UVSP Coordinator.
- Support the success of ongoing projects, campaigns, and initiatives.
- Create graphics for the UVSP (i.e., posters, Instagram posts and stories, etc.).
- Assist in campaigning for UVic to adopt more sustainable practices.
- Help to plan events and workshops.
- Assist with administrative paperwork and communications.
- Work with the UVSP Coordinator and Board Chair(s) to plan and facilitate board meetings.
- Recruit, organize, and engage UVSP Board members and volunteers.
- When relevant, represent UVSP at events (e.g., clubs' days, sustainability events, etc.).
- Help to run UVSP social media accounts (i.e., posting, answering messages, creating content, etc.).

BRIEF OVERVIEW OF ORGANIZATION:

The University of Victoria Sustainability Project (UVSP) is a student-run group working on the unceded territories of the Lekwungen-speaking peoples and WSÁNEĆ Nations. Since the late 1990s, we have been collaborating with students and staff alike with the goal of creating a socially, ecologically, and economically sustainable campus community at UVic.

The UVSP strives to re-conceptualize sustainability, observing how it has been relegated to a buzzword or a checkbox in recent years. We seek to expand conceptions of what 'sustainability' truly encompasses and how this can be activated. Our work on-campus centres itself in interorganizational collaborations and unifying environmental initiatives, a strong commitment to accessibility, inclusivity, and breaking down barriers, and collectively pursuing ecological and social health—from local to global scales—for the benefit of all beings and future generations.

Our definition of sustainability is: A way of ongoing and reciprocal coexistence with each other and the natural world. Our social systems perpetuate unsustainable structures and practices, founded on

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

oppression, and designed to put profit above the needs and wellbeing of living beings. We currently face a multitude of sustainability crises, not just environmental, but social and cultural. The continuance of systemic racism is not sustainable. The hate and oppression faced by queer, BIPOC, disabled, working-class, and other individuals belonging to marginalized groups is not sustainable. We must dismantle the profit-oriented systems that are harming the people, and the other biotic communities and abiotic components of our planetary systems. Simply put, we believe working towards sustainability means working towards intersectional justice.

Our vision as an organization is a socially, ecologically, and economically flourishing campus community at the University of Victoria. We envision a space for all people who are a part of the sustainability movement to foster conversations and collaborative action for a more sustainable, inclusive, and equitable campus and thriving community.

QUALIFICATIONS:

- A passion for sustainability and a desire to make an impact.
- Ability to organize, prioritize, and follow through with planned tasks.
- Able to work well both remotely and in an office setting.
- Experience with Microsoft Office software.
- Excellent communication and interpersonal skills.

JOB LOCATION ON-CAMPUS: Student Union Building, Room B020

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 150

HOW TO APPLY: Send in your UVSS job application, resume, and cover letter by email to sustainability@uvic.ca.