

OPIRG Kingston

JOB POSTING: Full-time Coordinator of OPIRG Kingston

Submission Deadline: 4:00 p.m. on Thursday February 15th

THE POSITION

This is a full-time position at 30 hours per week. The contract will last approximately 12 to 13 months, as a parental leave replacement for the permanent Coordinator. Because OPIRG Kingston works with students from Queen's University, the job follows the cycles of university life – two busy four-month terms (Sept-Dec and Jan-Apr) and the slower spring and summer terms (May-Aug.) Work time allocated in each area of the Coordinator's responsibilities will vary greatly depending on the time of year. The Coordinator will be a member of the Canadian Union of Public Employees (CUPE) Local 1281. The base wage is \$17.99 per hour. Each unionized OPIRG staff person has health and dental benefits, pays into a long-term disability insurance plan, and receives an RRSP contribution annually (4% of gross wages.) The position starts beginning of May (somewhat flexible), with a 2 to 3 week paid training period and subject to a 6-month probationary period.

JOB DESCRIPTION

Because OPIRG Kingston has a high turnover of volunteers, who are mainly students, the coordinator provides continuity and stability to an ever-changing organization. This individual works with the Board of Directors and volunteers to promote research, education, and action on a variety of social justice and environmental issues. Because the position of coordinator is OPIRG's primary staff position, this person is ultimately responsible for maintaining all of the organization's operations.

RESPONSIBILITIES

Volunteer Co-ordination

General volunteers – Support all OPIRG working groups and volunteers through administrative support, assistance with event planning, training, and access to resources. Recruit and train new volunteers specifically in the areas of anti-oppression, consensus decision-making and facilitation, group goal planning, event planning and evaluation.

Board of Directors – The Coordinator is ultimately responsible for the orientation and training of Board members (including, but not limited to, consensus, facilitation, financial management, and anti-oppression.) Provide administrative support. Maintain the organization's records. Attend Board meetings. Assist the Board in making policy, budgets, the annual report, and planning decisions using a consensus process.

Office, Library and Financial Management

Office Administration – Maintain regular office hours. Respond appropriately to phone messages, E-mail, mail, and drop-ins. Ensure that the office, its resources and equipment are "user-friendly" for volunteers, visitors and other staff. Ensure that the web page is functional and up-to-date and oversee the weekly events E-mail, "Ear to the Ground." Maintain office functionality, including computer systems, photocopier, supplies and other equipment.

Library Administration – Work with the Board and the Canadian Unified Students Environmental Network to maintain the resource centre, its resources and catalogue. Assist with training and orientation of library staff and volunteers, promotion of the library, and selection of new resources.

Financial Administration – Manage the day-to-day financial needs of the organization, including working with the bookkeeper and auditor, banking, paying expenses, project and grant funding, fundraising, record keeping, working within a set budget. Work with the Board to apply for and administer grants. Work with the bookkeeper to create monthly and year-end financial reports. Work with the Board to establish budgets and to allocate resources.

Programming, Networking, and OPIRG Provincial

Programming – Work with the Board to develop and implement organizational programming. Work with the Board to establish anti-oppression goals and participate in their implementation. Assist the Board in the development of research projects and their implementation. Create and distribute promotional pamphlets, newsletters, and posters. Write press releases and work with the local media.

Networking – Participate in coalition and solidarity work with other Kingston and Queen’s organizations and/or activists. Seek out opportunities to work with other local organizations, provide information and support to community groups and individuals.

OPIRG Provincial – Maintain contact with other PIRGs and participate in OPIRG’s provincial Board, including attending Board and Staff meetings, committee/portfolio work, and participating in Provincial initiatives.

QUALIFICATIONS

Essential Skills

- Ability to prioritise work and manage numerous tasks simultaneously
- Self-direction and ability to take initiative in a largely unstructured and unsupervised work environment
- Strong written, verbal, and interpersonal communication skills
- Experience working with a non-profit, non-governmental organization
- Ability to work cooperatively with volunteers and co-workers
- Basic computer literacy (comfortable using email and office programs on a PC)
- Experience in office and financial administration
- Ability to use consensus decision-making in small group settings
- Demonstrated interest in social and environmental justice issues

Other Assets

- Understanding of and commitment to anti-oppression work
- Understanding of and commitment to consensus decision making
- Experience coordinating projects and events
- Experience designing promotional and/or public education materials and workshops
- Related relevant experience in a similar non-governmental, non-profit organization
- Experience working with students
- Advanced computer skills (using a variety of programs) and web-design
- Experience working with or on a volunteer Board of Directors
- Knowledge of a wide variety of social and environmental issues
- Experience working in coalitions or networks of organizations or political activists
- Experience as a volunteer or political activist

HOW TO APPLY

Applicants must provide a resume with 3 references, a cover letter and a one-page (one-sided) statement or essay that addresses any of the following topics: the relevance of anti-oppression work to social change organizations, the most pressing issues facing our communities today, the role of public interest research in society, or the role of students in social or environmental change. **The deadline for submissions is 4:00 p.m., Thursday February 15th, 2007.** Any submission received after that time will not be considered. Please deliver in person or by mail to:

Attn: The Hiring Committee
OPIRG Kingston
51 Bader Lane, Queen’s University
Kingston, Ontario
K7L 3N6

Alternatively, email to [hiring@opirgkingston.org](mailto: hiring@opirgkingston.org). Please note, we will only accept attachments in PDF format. Only those applicants selected for an interview will be contacted. Interviews will take place the week of March 5th - 9th. For more information about OPIRG Kingston go to: www.opirgkingston.org

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites aboriginal people, people of colour, women, gays, lesbians, bisexuals, transgendered people, queer-oriented people, single parents, members of ethnic minorities, immigrants and people with disabilities to apply.

We encourage applicants to describe the contributions and experiences they, as individuals who identify with marginalized communities, would bring to the OPIRG organization in their cover letter. All applicants are asked for a brief statement on their views of power and oppression.