

## OPIRG Orientation Planning Coordinator

In the month of September, OPIRG Kingston, in collaboration with community and campus groups, offers social & environmental justice programming to new and returning Queen's students. Alt Frosh consists of a series of workshops, alternative tours, film screenings, shows and other events aimed at providing an alternative frosh experience for new and returning students. These events occur after formal orientation activities. The intent of Alt Frosh is to offer opportunities to explore and engage aspects of Queen's and Kingston often not seen during the first weeks of the school year, issues of social and environmental justice and connections to activism and alternative spaces.

The OPIRG Orientation Planning Coordinator will:

- Reach out to campus and community groups to solicit, support and coordinate Alt Frosh Events
- Curate an events series that showcases a range of issues
- Promote Alt Frosh events to returning and incoming students by reaching out to dons, and networking with student groups, campus organizations, etc.
- Create marketing materials
- Coordinate all logistical aspects of events (room bookings, accessibility, equipment, refreshments, etc.)
- Support the OPIRG Coordinator by assisting with regular OPIRG communications, holding office hours, etc.
- Other duties as required

In previous years this position has taken many different shapes and objectives, and as a result the project is receptive to new ideas and directions based upon community and campus responses.

**The ideal** candidate will be someone with:

1. Strong organizational and time-management skills
2. Excellent communication and interpersonal skills with the ability to foster working relationships with social justice groups
3. Experience, or a desire to gain experience, coordinating the delivery of programming, such as workshops, discussion spaces, and lectures
4. Strong knowledge of Queen's campus-based organizations that work on issues of social justice, equity, environmental justice, etc.
5. Knowledge of Kingston-based groups and organizations that work on issues of social justice, equity, environmental justice, etc.
6. Familiarity with Queen's orientation activities
7. A creative mind to conceive of new programming ideas, and solutions to potential barriers
8. Knowledge of, and excited by the prospect of working on social and environmental justice issues; an understanding of the principles of anti-oppression
9. The ability to take initiative and work independently with minimal supervision

**This position** is for 30.5 hours per week, at \$13.00/hour, for 12 weeks. Working hours will mostly be during the day, during the week, with fairly frequent week-end and evening

activities. Applications for this position should include a resume and cover letter outlining how your skills and experience match the position, and are due **May 15<sup>th</sup>, 2015, at 4:00pm**. Applications can be submitted via email to [info@opirgkingston.org](mailto:info@opirgkingston.org) or dropped off in person to our office in the Grey House at 51 Bader Lane, Kingston Ontario. The position is expected to begin Monday, May 27<sup>th</sup>, 2015.

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites applications from individuals from the following groups though not limited to: Aboriginal people, people of colour, racialized folks, women, gays, lesbians, bisexuals, trans people, queer-oriented people, single parents, (im)migrants and people with disabilities.

Eligible students:

- Are between 15 and 30 years of age;
- Have been registered as a student in the previous academic year and intend to return to school in the next academic year;
- Are Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act (international students are unfortunately not eligible); and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.