

JOB POSTING

Full-time Permanent Coordinator of OPIRG (Ontario Public Interest Research Group) Kingston

POSITION SUMMARY

The Coordinator of OPIRG Kingston works with the board and volunteers to promote awareness, understanding, and action on a broad variety of social justice and environmental issues. As OPIRG Kingston's only full-time, permanent employee, under the direction of the Board, the Coordinator is responsible for maintaining all of the organization's operations. With high turnover of volunteers, who are mainly students, the Coordinator provides continuity and stability to an ever-changing organization. As 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 \$29.08 per hour. Each unionized OPIRG staff person has health and dental benefits and pays into a long-term disability insurance plan. This position is subject to a 6-month probationary period. The candidate must be able to work from Kingston with an office space in downtown Kingston and in-person activities on Queen's campus and around Kingston occurring regularly. Some remote work is an option.

HOURS of WORK

The Coordinator will work 30 hours/week. Standard working hours are Mondays, 9am-3pm, Tuesdays, Wednesday and Thursdays, 9am-5pm. Schedule subject to change. Evening and weekend hours are occasionally required for Board meetings, events & programming, OPIRG Provincial AGMs and other meetings, etc. The projected start date is March 30th, 2026.

RESPONSIBILITIES

Volunteer Coordination

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

Board of Directors – The Coordinator is responsible for ensuring adequate 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 creating policy, budgets and annual reports, and in planning decisions using a consensus process.

Office and Financial Management

Office Administration – Maintain regular office hours. Respond appropriately to social media 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 regular “ear to the ground” event listings. Maintain office functionality, including computer, printer, supplies, etc.

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, and 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. Assist the Board in the development of research projects and their implementation. Promote all OPIRG Kingston programming. Host open hours, including queer & trans coworking days, providing an inviting political environment for members & visitors.

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 and student organizations, provide information and support to working groups, 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.

Reporting & Communication

Board of Directors -- Keep the Board of Directors informed and up-to-date on all OPIRG Kingston activities, volunteer engagement, events, partnerships, challenges & successes, etc. Provide quarterly financial updates to assist the Board in financial decision-making.

Funders -- Ensure timely submission of required reporting to funders and Queen’s student governments, including annual reports, project reports and financial information as needed.

General -- Keep website and social media channels up-to-date, promoting OPIRG programming, working group activities and community events as appropriate. Reply to all emails and foster collaborative working relationships with allied individuals, groups and organizations in Kingston and on Queen’s campus. Represent OPIRG Kingston in meetings and at events. Apply for grants. Supervise summer students as appropriate.

All other duties as required.

QUALIFICATIONS

Essential Skills

- Ability to prioritize work and manage numerous tasks/ projects simultaneously
- Demonstrate considerable 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 grassroots initiatives and/or non-profit organizations
- Ability to work cooperatively with volunteers including university students
- Ability to manage website, send e-newsletters, manage social media, etc.
- Superior organizational skills
- Basic bookkeeping capabilities, including tracking expenses, creating & managing a budget, issuing payments, etc.
- Ability to use consensus-based decision-making in small group settings
- Demonstrated interest in social and environmental justice issues
- Understanding of, and commitment to, anti-oppression work
- Understanding of, and commitment to, consensus-based decision-making

Assets

- Experience coordinating projects and events
- Experience using Quickbooks
- Experience designing promotional and/or public education materials and workshops
- Related relevant experience in a similar non-governmental, non-profit organization ●
- Experience working with post-secondary 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 in grassroots activist groups
- Knowledge of small-scale agriculture, agro-ecology, growing vegetables, etc.

HOW TO APPLY

Applicants must submit a resume and cover letter, and statement or essay on your views of power and oppression (one page maximum), to kingston.pirg@gmail.com. **The deadline for submissions is** Friday, February 27th, at 5pm. Any submission received after that time will not be considered. Only those applicants selected for an interview will be contacted.

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites Black, Indigenous and racialized people, poor and working class people and those on social assistance, women, Intersex people, gays, lesbians, bisexuals, and queer people; transgender, nonbinary and gender diverse people, Two-spirit people; single parents, members of ethnic minorities, newcomers and immigrants, people from non-academic backgrounds and disabled, chronically ill or neurodiverse people, people with Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related illnesses, people with experiences of incarceration and/or records of offences except where it relates to bona-fide employment qualifications, people involved in or with experiences in sex work to apply. We encourage applicants to describe the contributions and experiences they would bring to the OPIRG organization in their cover letter. All applicants must provide a brief statement on their views of power and oppression.

We are pleased to confirm that the OPIRG Kingston office is wheelchair accessible.