|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

|  |  |
| --- | --- |
| **Position Title:** | **Social and Political Advocacy Executive** |
|  |  |
| **Term of Office:** | May 1 – April 30 |
|  |  |
| **Supervisor:** | Maccess Coordinator |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | 5 to 8 hours per week |

|  |
| --- |
| **General Scope of Duties** |
| The Social and Political Advocacy Executive is one of three members of the events team. They will be primarily responsible for the creation and implementation of campaigns and workshops that raise awareness and promote positive change of various social and political issues relevant to disability and ability in the McMaster community.  Advocacy work will be carried out by creating educative workshops and campaigns that address relevant McMaster student issues surrounding issues such as awareness, social disability theory, the Mad movement, as well as critical analyses of the socially constructed dichotomies between physical health and mental health, and visible and invisible disabilities. This executive will work with both MSU and community partners in order to assure that the projects are highly inclusive, appropriate, and impactful.  If you are interested in this position but believe there exists any accessibility concerns surrounding the requirements of the job, please email the Maccess Coordinator at maccess@msu.mcmaster.ca to discuss how the position may be modified to fit your needs. |

|  |  |  |
| --- | --- | --- |
| **Major Duties and Responsibilities** | | |
|  | | |
| **Category** | **Percent** | **Specifics** |
| Advocacy and Promotions Function | 30% | * Work with the Promotions Executive to communicate ideas for promotional materials and timelines to work within * Network with clubs, services, and community partners to find partners and promote these social events * Continually update social media with articles, community events, and ongoing campaigns |
| Financial & Budgeting Function | 10% | * Work with the Maccess Coordinator to ensure that the budget aligns with the service budget * Retain financial information to receive reimbursement from the Maccess Coordinator * Seek external funding as needed |
| Communications and Programming Function | 55% | * Respond to general inquiries * Maintain strong communication with the Maccess Coordinator, fellow executives, and volunteers * Work with the Maccess Coordinator and Events Executives to generate ideas about educative workshops * Work with the Events Executive team to plan and launch campaigns * Coordinate with the Maccess Coordinator and external partners to organize workshops in both semesters * Collect statistics on the number of students attending all workshops and campaigns * Work closely with the Logistics Executive to ensure events are accessible * Attend weekly Events Executive meetings to plan and design all events and campaigns |
| Other | 5% | * Other duties as assigned by the Maccess Coordinator * Provide feedback on the service * Attend executive meetings as scheduled * Be an active member of the Maccess community through attending events, maintaining an online presence, etc. * Provide transition for the incoming Social and Political Advocacy Executive Coordinator |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with Maccess (i.e. intersectionality, critical disability theory, ableism, and human rights, mentalism/sanism, disability history, intersecting oppressions and invisible privilege). * Confidence and ability to challenge dominant views * Organizational and time management skills * Interpersonal skills * Communication skills * Creativity |

|  |
| --- |
| **Effort & Responsibility** |
| * Establish and maintain professional connections on and off campus * Maintain confidentiality of all individuals accessing the Maccess |

|  |
| --- |
| **Working Conditions** |
| * Time demands may exceed stated hours of work * Previous experience planning events or workshops is an asset * Most work can be completed in a shared office space |

|  |
| --- |
| **Training and Experience** |
| * Necessary training will be provided |

|  |
| --- |
| **Equipment** |
| * Personal computer |