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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Maccess Community Outreach Coordinator** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Maccess Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 to 8 hours per week |

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| **General Scope of Duties** |
| The Community Outreach Coordinator is one of three members of the events team. They will primarily act as a liaison between Maccess and several student and community-based groups on and off campus. This executive will be in charge of organizing and coordinating the facilitation of several regularly reoccurring events and groups that cater to different communities at McMaster. These events will usually be closed to members of the specific community and strive to cater to the needs of that specific community.  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. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| 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 |
| Communications and Programming Function | 75% | * Work with the Promotions Executive to communicate ideas for promotional materials and timelines to work within * Organize, plan and coordinate the facilitation of community building and small group events that cater to specific communities within the broader Maccess community * Respond to general inquiries * Maintain strong communication with the Maccess Coordinator, fellow executives, and volunteers * Attend weekly Events Executive meetings to plan and design all events and campaigns * Collect statistics on the number of students attending events * Work closely with the Logistics Executive to ensure events are accessible |
| Advertising & Promotions Function | 10% | * 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 |
| 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 Community Outreach Coordinator |

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| **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 |

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| **Effort & Responsibility** |
| * Establish and maintain professional connections on and off campus * Effort required to integrate individuals and on groups to ensure an inclusive environment for all * Maintain confidentiality of all individuals accessing the Maccess |

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

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

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