

**POSITION TITLE:****Outreach Team Coordinator(s)****REPORTS TO:****Engagement Specialist & Operations Coordinator****COMMITMENT PERIOD:****July 2016 - April 2017****Project Summary:**

The Outreach Team (OT) develops Sustain SU (SSU) engagement activities, and promotes projects and events, while supporting social justice initiatives when possible. These promotional activities include but are not limited to: campaign work, tabling, event staffing, sales, poster, whiteboard writing, flash mobs, and generating social media materials. The OT acts as external relations with the University of Alberta. Members should represent SSU at a minimum of two events hosted by campus organizations and/or student groups per month. OT members should be prepared to present on SSU projects at public events.

Duties & Responsibilities:

1. Knowledge and awareness of all SSU activities in order to represent and promote SSU.
2. Develop detailed plans for outreach initiatives including but not limited to: staffing, scheduling, event logistics, budgets, partner organizations, and donations.
 - a. **Main events:** SAW, Clothing Swap, AGM, and Student Sustainability Summit.
 - b. **Projects:** FM, Campus Gardens, RDP, Sustain X.
3. Plan and design an effective system for team document sharing.
4. Coordinate and facilitate volunteer meetings to plan events throughout the academic year.
5. Work extensively to develop CSVs capacity and community capital:
 - a. Create a contract that specifies the responsibilities of volunteers.
 - b. Training CSVs to engage the public on behalf of SSU and the Students' Union. This includes code of conduct for activities and presentations.
 - c. Ensure CSVs attend at least two internal engagement events per semester.
6. Conduct poster events at minimum one week before an event.
7. Participation in creating ideas for initiatives and logistics (e.g. tabling, etc.).

Skills & Qualifications:

1. Interest in campaign development, marketing, and sales.
2. Experience in public engagement and team-building.
3. Ability to manage multiple projects simultaneously.
4. (Asset) Experience using Apple computers and Google Suite.
5. (Asset) Familiarity with SSU initiatives and sustainability at the University of Alberta.

Hours & Commitments:

- 3 - 4 hours/week.
- Attend Summer and Winter Senior Volunteer Retreats.
- Attendance at Biweekly Leadership Team Meetings.