



**OPIRG Peterborough is Hiring – Contract, must be TWSP Eligible**

**Position:** Volunteer and Outreach Coordinator

**Reports to:** OPIRG Peterborough Coordinator

**Compensation:** 120 hours at \$16 per hour.

**Anticipated start date:** October 4th, 2021

OPIRG Peterborough works to create and sustain student and community-based engagement through research, education and action on social justice and environmental issues; challenging oppression in all its forms; and using consensus-based decision-making in a non-hierarchical and accessible setting.

The Volunteer and Outreach Coordinator will work with the OPIRG Peterborough staff and Board of Directors to:

- Recruit, orient (safety and training), support, and maintain committed volunteers. Acts as main contact for volunteers.
- Develops volunteer schedules and signs off on volunteer hours (ex. Highschool students who volunteer and need proof of hours completed)
- Organize and update volunteer files/resources and help working groups to access the resources available at OPIRG.
- Works alongside the Outreach and Programming Liaison (Board member) to connect with a variety of partners and community organizations.
- Liaise with OPIRG's working groups by attending working group meetings and by offering organizational support to the working groups.
- Liaise with Special Events Coordinator on events to support and engage students in developing working groups.
- Publicize our working groups, volunteer opportunities/appreciation, and events through our website, Twitter, Instagram, Facebook, posters, and newsletter.
- Take on additional tasks as required.
- This position may require evenings and/or weekends work.

Qualifications:

- Must be TWSP eligible
- Strong written and verbal communication and interpersonal skills.
- Commitment to anti-oppression and consensus-based decision making.
- Demonstrated ability to work well as part of a team and ability to work well with diverse groups of people, treating everyone in a fair, supportive and cooperative



manner.

- Good organizational and time management skills, ability to stay focused and meet deadlines with frequent interruptions.
- Ability to work independently, take initiative, make good judgments, and show discretion when working with minimal supervision.
- Ability to develop and give oral presentations to both large and small groups.
- Good leadership, planning, and problem-solving skills.
- Familiarity with how to promote events using social media sites .
- Strong computer skills.

Term and Compensation:

About 6 hours a week for 20 weeks (120 hours total, TWSP guidelines) at \$16 per hour.

Method of Application:

Please submit resume and cover letter in one PDF attachment to “Hiring Committee” electronically to [opirg@trentu.ca](mailto:opirg@trentu.ca).

**Deadline for applications: September 22nd, 2021, 5pm.**

OPIRG Peterborough welcomes the contributions that individuals from marginalized communities bring to our organization and invites applications from Indigenous peoples, Black people, people of colour, poor and working class people and those on social assistance, women, gay, lesbian, bisexual, queer, transgender, transsexual, intersex and two-spirit people, single parents, members of ethnic minorities, immigrants, people from non-academic backgrounds and people with disabilities to apply. We encourage applicants to describe the contributions and experiences they would bring to OPIRG Peterborough in their cover letter.

We will work to accommodate the needs of applicants throughout all stages of the selection process. To ensure needs are accommodated through this process please contact [opirglisings@gmail.com](mailto:opirglisings@gmail.com). Information received relating to accommodation measures will be addressed confidentially.

Only applicants who are considered for an interview will be contacted.

More information about OPIRG Peterborough can be found at <https://opirgptbo.ca>