



OPIRG Peterborough is Hiring – Contract (through Canada Summer Jobs)

Position: Programming Coordinator

Reports to: OPIRG Peterborough Coordinator

Compensation: 30 hours per week for 8 weeks (240 hours), at \$16 per hour.

Anticipated start date: May 16, 2022

OPIRG 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 Programming Coordinator will work with OPIRG staff and Board of Directors to:

- Liaise between OPIRG Peterborough social and environmental justice programming and Trent/Peterborough/Nogojwanong community programming.
- Plan and help carry out OPIRG's programming such as regular documentary film screenings, supporting the Free Market working group, Green Dishes sustainable dish rental program and related events, all in compliance with Covid-19 protocol.
- With assistance from OPIRG's Coordinator, help coordinate volunteers
- Create promotional materials relating to film screening events, the Free Market and Green Dishes programs, and other programming as needed
- Coordinate the Green Dishes project following Covid-19 protocol, which is a service by which local event organizers are able to borrow reusable dishes for their events in order to reduce the amount of waste generated at their events.
- Attend local environmental and social justice meetings as the OPIRG representative.
- Help create promotional materials and facilitate outreach. Use Instagram, Twitter, email, Facebook, our Website and e-newsletter to raise awareness, recruit volunteers and promote our events and services.
- Take on additional tasks as required for planning and carrying out OPIRG's various initiatives.

Application Guidelines:

- Applicants must fit the Canada Summer Jobs requirements

- **Deadline May 10, 2022 at 5pm. Please send resume and cover letter in one PDF attachment by email, attention hiring committee, to opirglistings@gmail.com.**

OPIRG Peterborough invites applications from all qualified candidates. Women, Indigenous peoples, members of visible minorities, and people with disabilities are encouraged to apply. We will accommodate the needs of applicants throughout all stages of the selection process. To ensure needs are accommodated through this process please contact opirglistings@gmail.com. Information received relating to accommodation measures will be addressed confidentially.