



**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 \$18.35 per hour.

**Anticipated start date:** May 8, 2023

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, 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 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.

**Qualifications:**

- Must meet the Canada Summer Jobs requirements
- 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.

**Application Guidelines:**

- Applicants must fit the Canada Summer Jobs requirements:
- Deadline May 1st, 2023 at 12pm. Please send resume and cover letter in one PDF attachment by email, attention hiring committee, to [opirglistings@gmail.com](mailto: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](mailto:opirglistings@gmail.com). Information received relating to accommodation measures will be addressed confidentially.