



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

**Position:** Special Events Coordinator

**Reports to:** OPIRG Peterborough Coordinator

**Compensation:** 30 hours per week for 8 weeks (240 hours), at \$18.35 per hour.

**Anticipated start date:** July 10, 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.
- Help plan educational workshops and special events that will take place in September 2023, including Dis-Orientation Week.
- Network with Trent University campus and Peterborough community organizations to carry out the responsibilities of helping to plan workshop logistics and special events.
- Plan educational workshops and special events to take place over the summer.
- Plan and help carry out OPIRG's numerous educational events, training workshops, and ongoing community activities.
- Develop manuals for workshop facilitations for the community
- Help plan a volunteer recruitment meeting and other volunteer outreach events to take place in September and October of 2023.
- Create posters, social media posts, and displays that publicize OPIRG Peterborough and OPIRG Peterborough's working groups' events.
- Help maintain our website, Instagram, Facebook, Twitter and newsletter and other electronic working tools to be used for outreach and promotion.
- Take on additional tasks as required for the planning and administration of OPIRG's research, education, and action programs.

**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 June 26, 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.