



Special Events Coordinator

OPIRG Peterborough is Hiring – Contract, must be Canada Summer Jobs Eligible

Position: Programming Coordinator

Reports to: OPIRG Peterborough Coordinator

Location: OPIRG Peterborough office, Sadleir House (751 George St N) Room 101; position can be hybrid upon mutual agreement

Contract: 240 hours over 8 weeks at \$19.05 per hour ending August 31st, 2024

Schedule: 30 hours per week, typically 6 hours per day but it can be flexible

Application deadline: June 3rd, 2024 at 5pm

Anticipated start date: July 8th, 2024

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.

OPIRG (Ontario Public Interest Research Group) Peterborough invites applications for the position of **Programming Coordinator**. OPIRG Peterborough is a non-profit levy group that works to create sustainable engagement on social and environmental justice issues in the Peterborough/Nogojiwanong community.

The Special Events Coordinator will work with the OPIRG Peterborough staff and Board of Directors to:

- Help plan educational workshops and special events that will take place in September 2024, namely our annual DisOrientation Week which will consist of local community events aimed at increasing social justice and environmental awareness and encouraging students at Trent University and community members to engage with local student groups and community non-profit organizations. This annual fall event series provides both student and community



participants with an opportunity to take part in a wide range of educational and engaging workshops, presentations, and tours. While the contract of the Programming Coordinator will be over by the time these fall events take place, their work will be invaluable in getting the preliminary logistics in place.

- Liaise with facilitators, booking space, working out logistics for events and workshops, and preparing promotional materials.
- Network with students and community members about OPIRG Peterborough programming.
- With assistance from OPIRG Peterborough's Coordinator, help coordinate the volunteers who assist with our programs.
- Help create promotional materials including press releases and posters. Use email, Facebook, Twitter, Instagram, our Website, and e-newsletter to raise awareness, recruit volunteers and promote our programs.
- Take on additional tasks as required for planning and carrying out OPIRG's initiatives.
- This position may require evenings and/or weekends work.

Qualifications:

- Must be Canada Summer Jobs 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.
- Ability to work independently, take initiative, make good judgments, and show discretion when working with minimal supervision.
- Good leadership, planning, and problem-solving skills.
- Good understanding of design programs such as Canva as well as knowledge of social media marketing and promotion are not required but are an asset.
- Strong computer skills.

Term and Compensation:

30 hours a week for 8 weeks (240 hours total, Canada Summer Jobs guidelines) at \$19.05 per hour.



Method of Application:

Please submit resume and cover letter to “Hiring Committee” electronically to opirg@trentu.ca.

Deadline for applications is June 3rd 2024 at 5pm

OPIRG Peterborough invites applications from all qualified candidates and welcomes the contributions that individuals from marginalized communities bring to our organization. Therefore, we encourage Black, Indigenous, and racialized people, women, members of the LGBTQ2S+ community, and disabled folks to apply. Applicants are welcome to describe the backgrounds and experiences they would bring to the organization in their cover letter however this is not required.

We will aim to accommodate the needs of applicants throughout all stages of the selection process. To ensure needs are accommodated through this process please contact opirg@trentu.ca. 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>