

OPIRG Peterborough Coordinator (Full-Time)

JOB POSTING

Ontario Public Interest Research Group Peterborough

www.opirgpeterborough.ca

Date of Notice: October 19, 2020

Anticipated start date: November 13, 2020

Location: Peterborough ON, Canada

The Organization

OPIRG works to create and sustain student and community-based engagement through research, education and action on social justice and environmental issues. OPIRG-Peterborough employs consensus decision-making processes and endeavours to foster a non-hierarchical and an anti-oppressive working environment.

The Position

The OPIRG Peterborough Coordinator position is a full-time position. This position alternates between 40 hours per week (Sept 1st- April 30th) and 30 hours per week (May 1st-August 31st). Candidates must be able to work flexible hours including some evenings and occasional weekends for meetings and events. Work time allocated in each of the areas of the Coordinator's responsibility will vary greatly depending on the time of the year and the term.

Employment Terms

This position begins as soon as possible with a pay rate of \$23.81/hour, plus health and dental benefits. This is a unionized position under CUPE Local 1281, with a six-month probationary period. There is a wheelchair lift in the building (Sadleir House), but we regret that the second and third floors of the building are not currently wheelchair accessible.

The Role of Permanent Staff

Due to the high number of student volunteers, OPIRG Peterborough experiences high volunteer turnover; therefore permanent staff provides a much needed continuity and stability in this ever-changing organization. The Coordinator is accountable to the Board of Directors of OPIRG Peterborough, reports to them, and works with them to carry out critical basic tasks that maintain the integrity of the organization. The Coordinator also works cooperatively with part-time staff and volunteers. The work environment has little day to day supervision.

Responsibilities

Volunteer, Board and Staff Coordination:

Volunteers

The Coordinator will work with Board and staff to:

- Recruit, orient, train, place, support, and supervise volunteers as required and/or appropriate.
- Provide support and maintain ongoing communication with volunteers (including working groups, coop students/interns, and others).
- Help organize annual volunteer and staff appreciation.

Board of Directors

The Coordinator will assist the Board to:

- Recruit & orient new board members (help lead board retreat, prepare board kits etc.)
- Arrange and/or provide Board training (consensus, facilitation, anti-oppression and financial management)
- Provide administrative support (attend board meetings and assist the Board in policy making and decision making)
- Help organize the Annual General Meeting and annual elections for OPIRG Peterborough
- Facilitate and implement a strategic plan for the organization.

Staff

The Coordinator will work with the Board to:

- Recruit, hire, orientate, train, place, and support OPIRG staff
- Maintain staff records, paperwork and payroll as needed.
- Provide support, guidance and supervision to part-time staff as required and/or as deemed appropriate by the Board.

Office and Financial Administration:

Office Administration

Coordinator will work with Board and staff to:

- Maintain information flow (including: email, phone, mail).
- Maintain regular office hours.
- Update the web page and social media sites.
- Maintain office function (including: computer systems, copier, supplies and other equipment).
- Assist volunteers and staff in accessing equipment and resources in the office.
- Respond to the needs of volunteers, members and other visitors to the office.
- Establish, implement and maintain systems that support organizational learning and memory, such as overall filing systems.

Financial Administration

Coordinator will work with Board to:

- Manage day to day finances of the organization, including: bookkeeping using QuickBooks, banking, payroll, and fundraising.
- Apply for grants and administer them.
- Provide financial reports to the Board as requested.

- Establish budgets and to allocate resources.
- Develop the year-end financial report and prepare for an annual financial review by a Chartered Accountant.

Projects, Programming, Networking and Provincial:

Projects

Coordinator will work with Board and staff to:

- Develop and implement organizational projects and events.
- Establish goals and policies and participate in their implementation.
- Assist in the development of research projects and their implementation.
- Create and distribute promotional resources (including pamphlets and posters).
- Prepare the OPIRG Annual Report prior to the annual general meeting.
- Write press releases and work with local media.

Ongoing Programming

Coordinator will work with Board, staff and volunteers to:

- Operate the Green Dishes Project.
- Maintain good relations with our community partners.
- Ensure safe, clean, and organized operations and sustain the delivery of these community services in a manner consistent with our values and mission as an organization.

Networking & Organizing

Coordinator will work with Board, staff and volunteers to:

- Establish and maintain good working partnerships with other organizations/activists in both the local community and at Trent University.
- Collaborate with other organizations on campus and in the community to plan event and campaigns and participate in coalition and solidarity work, based on OPIRG priorities.
- Maintain and improve the visibility of OPIRG on campus, in the community and online.
- Develop and implement strategies to communicate with the wider Peterborough and Trent communities in order to involve them within OPIRG's activities, as well as to heighten the profile of OPIRG in the local community.
- Facilitate student organizing on social and environmental justice issues within the Trent community.

Provincial

- Maintain contact with other PIRGs (Public Interest Research Groups) and participate in OPIRG's provincial Board, including attending Board meetings and participating in Provincial initiatives.
- Attend Provincial staff meetings.

Qualifications

Education and Work Experience:

- A post-secondary degree in community development, international studies or related field OR equivalent experience.
- A minimum of 2 years employment experience within a non-profit organization.
- Knowledge, expertise and experience in community activism/engagement.
- Proven competency with office and financial administration/bookkeeping.

Essential Knowledge and Values:

- Demonstrated understanding of and commitment to anti-oppression theory, as well as a developed analysis of the political, social and legal aspects of oppression.
- Understanding of and experience with consensus-based decision-making.
- Interest in and understanding of social and environmental justice issues.

Communication and Collaboration Skills:

- Excellent written and verbal communication skills (fluency and excellent skills in using the English language are essential in order to function effectively in the campus and Peterborough communities and to be able to deliver the services and programs as required).
- Excellent interpersonal skills (sensitivity to others, ability to work respectfully and cooperatively within a diverse group of people).
- Ability to effectively and confidently represent the organization in a variety of public forums.
- Ability to use tact and diplomacy.
- Willingness to act as a resource and mentor to others in the organization (including the Board of Directors).
- Ability to resolve conflict constructively and appropriately.
- Good understanding of group dynamics and commitment to working towards the achievement of shared goals.

Computer Skills:

- Proficiency and skills with various media and a range of information and communication technologies (computer software, internet, social media, etc.).
- Experience designing promotional/public education materials using design software.
- Experience with accounting/bookkeeping software (especially Quickbooks accounting software).

Coordination and Organizational Skills:

- Proven ability to prioritize work and manage numerous tasks simultaneously within an unstructured and unsupervised work environment.
- Ability to locate, gather and organize information using appropriate technology and information systems (filing)
- Proven ability to think strategically, especially in relation to budgeting and planning
- Experience and expertise coordinating a large number of projects and events.
- Skills in program and policy development (including planning, implementation, coordination, and evaluation)

Complex problem-solving abilities

- Must be highly motivated and self-directed with exemplary organizational, administrative and time management skills.
- Proven ability to network with different stakeholders (i.e. University administration, professors, community, staff, and Board of Directors).

Experiential Assets:

- Experience working with a volunteer Board of Directors, an OPIRG, or a similar non-profit organization
- Experience working with post-secondary students and/or youth approximately 19-25 yrs of age
- Knowledge of Trent University campus and local NGOs, social and environmental organizations, and community organizations an asset.
- Experience with facilitation of engaging adult education workshops

Application Process

Interested applicants should deliver a resume, cover letter, a minimum of three references (with phone numbers and email addresses) and a one-page essay that addresses any of the following topics:

- a) the relevance of anti-oppression work to social change organizations;
- b) the most pressing issues facing our communities today;
- c) the role of public interest research in society, or;
- d) the role of students in social change;

Applications should be sent as a single PDF document, with “OPIRG Peterborough Coordinator Position” as the document title along with the applicant’s name. “OPIRG Peterborough Coordinator Position” must be in the subject line as well. Applications must be sent to opirg@trentu.ca by **November 6th at 12noon**. No phone calls please. Only those applicants selected for an interview will be contacted. For more info: www.opirgpeterborough.ca

OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites aboriginal people; people of colour; poor and working class people and those on social assistance; women, gays, lesbians, bisexuals, queer-oriented people; 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 the OPIRG organization in their cover letter. All applicants are asked for a brief statement on their views of power and oppression.