Employment Opportunity
Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Community Development Coordinator

COMPENSATION: $30.00/hour

HOURS PER WEEK: 5 hours per week

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:
− Identify and cultivate positive organizational relationships with off-campus stakeholders (e.g., local politicians, organizations, and corporations) in order to create new events and services for uWaterloo graduate students, and to advance the Ends of the GSA

KEY RESPONSIBILITIES:
− Work with the Vice President of Communications to identify community stakeholders, and engage with stakeholders on behalf of the GSA to build positive professional relationships
− Organize programming and events with off-campus stakeholders that supports the GSA’s vision of fostering a positive social, academic, and intellectual campus experience
− Collaborate with the GSA Vice President of Communications on key messaging
− Participate in other GSA initiatives, as determined by GSA President and Vice President of Communications

QUALIFICATIONS:
− Completion of a post-secondary degree
− Full- or part-time graduate student at the University of Waterloo
− Minimum of 1 years of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills
− Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo
− Ability to work with and build relationships with internal and external partners
− Must have excellent attention to detail

APPLICATION:
If you are interested in this position, please send your CV and cover letter (max 1 page) to gsa-vp@uwaterloo.ca

APPLICATION DEADLINE: JULY 28 AT 5PM