



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/16

Events And Office Organiser-Penticton

Job ID	62-FD-C3-FD-8D-6D	
Web Address	https://careers.indigenous.link/viewjob?jobname=62-FD-C3-FD-8D-6D	
Company	Okanagan College Students' Union	
Location	Penticton, British Columbia	
Date Posted	From: 2022-06-21	To: 2022-12-18
Job	Type: Full-time	Category: Education
Job Start Date	August 4 2022	
Job Salary	\$22.00-\$24/hr	
Languages	English, Any Others Considered An Asset	

Description

The Okanagan College Students' Union is seeking an outgoing, motivated Campus Organizer based in Penticton for a permanent position. This is a full time position with an average of 40 hours per week, with some flexibility and weekend work required. Rate of compensation: \$22 to \$24 per hour depending on experience. Start date will be August 4th, 2022.

Responsibilities: The Campus Organizer shall undertake duties as directed by the Okanagan College Students' Union Executive Director. The Duties may include but not be limited to the following:

- Assisting in the member services operated by the Students' Union,
- Coordinating OCSU membership outreach initiatives,
- Engaging in general office work, collaborating with OCSU staff,
- Event planning, coordination and execution,
- Recruiting and managing student representatives,
- Managing on-campus student food bank and positive space,
- Arranging on-campus programming with community partners,
- Liaising with the college and other coalition partners,
- Assisting with the work of the Penticton Campus council, & Board of Directors,
- Minute taking of meetings, preparation of reports,
- Traveling and transporting as required,
- Some evenings and weekend work required,
- Attending monthly Board of Directors meetings in Kelowna,
- Other duties as assigned by the Executive Director.

The Successful Candidate will possess the following skills:

- Knowledge of the aims and issues facing the student movement in BC & Canada,
- Completion of post-secondary degree or diploma,
- Experience in managing social media accounts,
- Ability to work independently,
- Willingness to travel, valid driver's license, reliable transportation,
- Experience in event planning and coordination,
- Excellent organizational skills and attention to detail,
- Basic knowledge of Microsoft Word and Excel,
- Basic use of computers (knowledge of Apple technology an asset),
- Excellent written and verbal skills in English,
- Ability to occasionally lift items weighing up to 15lbs.

The Successful Candidate will possess the following qualifications:

- High school graduate and post-secondary degree or diploma,
- Ability to work independently,
- Prior experience managing small teams,
- Prior experience working with positive spaces and/or organized LGBTQ2S+ spaces,
- Familiarity with social media communication platforms,
- Commitment to a high standard of member service,
- Minimum two years of relevant work experience in an office environment.

Essential Skills

Microsoft Office
Report writing
Excellent verbal and written communication skills
Valid driver's license (and reliable vehicle)
Event planning
Outgoing
Adaptable

Able to work independently

Weight Handling

Up to 15lbs on occasion

Work Environment

The Okanagan College Students' Union (OCSU) is a not-for-profit organisation that runs within Okanagan College, but is a separate entity from the institution and represents around 6000 students across the Okanagan Valley.

The successful candidate will field questions about the student union and its services from students, work closely and collaboratively with OCSU staff in the Kelowna and Salmon Arm offices, and recruit students in the fall for campus council. With this council, the successful candidate will run the OCSU Harbour-A student food bank and positive space, plan and execute events, and run campaigns.

The office culture of OCSU is a dynamic one; we do everything from hosting fun events for students, to supporting students in advocacy cases, to lobby all levels of government and the institution, and many things in between. The successful candidate needs to be flexible and prepared to move through a variety of tasks and projects through the day as it is common for new challenges or urgent matters to come up on short notice.

Additional Skills

Experience navigating and/or assessing policy an asset

How to Apply

Please forward a resume and cover letter via e-mail by 9am on July 6th, 2022 to:

Executive Director

Okanagan College Students' Union

E-mail: executivedirector@ocsu.ca

Applications will be accepted by email only, no in person or phone inquiries please.

We appreciate the interest expressed by all applicants, but only those applicants selected for an interview will be contacted.

The Okanagan College Students' Union is an employment equity employer; applications from all qualified candidates are welcome; in particular, applications are encouraged from racialized people, queer people, Indigenous people, people with disabilities, and women. Preference will be given to those candidates who have experience working in an advocacy role with student/not-for-profit organizations.