

ii' taa'poh'to'p

The University of Calgary plays a key role in the Calgary community, as it is a hub of curious inquisitive and civic-minded students, faculty and staff. Our campus community is foundational to fostering an environment that is respectful and inclusive of Indigenous peoples as demonstrated by the development of ii' taa'poh'to'p, the University of Calgary's Indigenous Strategy. ii' taa'poh'to'p is a commitment to deep evolutionary transformation by reimagining ways of knowing, doing, connecting and being. Walking parallel paths together, "in a good way," UCalgary is moving toward genuine reconciliation and Indigenization.

The Indigenous Summer Student Program is an opportunity for Indigenous post-secondary students to contribute to our Indigenization, while also gaining valuable work experience. This program is in partnership with Community Futures Treaty 7 and the Rupertsland Institute. As per funding rules, currently these roles are only available to First Nation treaty-status or Métis students.

Job Title: Engagement Coordinator, Campus Programs

Department/ Unit: Office of Sustainability

The Summer Student Engagement Coordinator, Campus Programs position is an exciting opportunity to gain experience engaging stakeholders about sustainability and help students, faculty and staff make lasting impacts on campus. The Co-op Engagement Coordinator is responsible for supporting the development and implementation of programs that build awareness of and participation in campus community sustainability initiatives. The person in this role will help embed sustainability into day-to-day actions and decision-making and develop core competencies for leadership in sustainability in students and staff.

Qualifications/Expertise Required:

- Enrolled in a post-secondary degree program and returning to full-time studies in Fall 2020.
- Strong interest in and understanding of sustainability
- Familiarity with sustainability-related clubs, departments and programs at UCalgary
- Peer-to-peer leadership or engagement experience, preferably within a volunteer/university context
- Enthusiasm, flexibility, the ability to take initiative, resourcefulness and creativity
- Strong engagement and interpersonal skills; confidence to engage with peers in a public setting
- Strong verbal and written communication skills
- Strong analytical, research and editing skills
- Ability to negotiate multiple priorities and manage time effectively to meet deadlines
- Strong organizational and project planning skills
- The ability to work both independently and collaboratively in teams
- Ability to learn new software programs as required
- Experience in digital media and/or social media content development/marketing is an asset
- Experience planning events is an asset
- Experience in customer service is an asset

Accountabilities/Tasks and Duties: *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

Support the coordination of the Office of Sustainability's Engagement programs (60%):

- Engage with community members at targeted outreach events such as MacKimmie Complex initiatives, Green Building Tours, Community Garden Events and Pollinator Week Celebration
- Support ongoing coordination of the Sustainable Events and Offices certification programs
- Organize volunteer meetings, socials and recognition events for students, staff and faculty

Support the operations of the Sustainability Resource Centre (SRC) located in Science B 101 (20%):

- Answer questions, email inquiries and support resource center visitors
- Develop and implement engaging content on UCalgary Sustainability social media channels that reflect Sustainability Resource Centre initiatives
- Work with volunteers and campus groups/clubs to design and implement creative sustainability programming for the space

Special Projects with Office of Sustainability Staff (20%):

- Assist OS staff in coordinating collaborative events such as MacKimmie Complex initiatives, Green Building Tours, Community Garden Events, Pollinator Week Celebration, and other programs
- Assist OS staff with development of engagement materials for all events/programs
- Assist in conducting research to inform program development
- Carry out other tasks as assigned
- Flexible work hours (evenings and weekends) may be required