



WPIRG, SLC 2139, University of Waterloo, Waterloo, ON N2L 3G1
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WPIRG is a student funded and directed organization with the mission to foster and support students in research, education, and action on environmental and social justice issues in the public interest

Job Posting

Position: **Project Assistant**

10 weeks, from January 10th, 2010 through April 1st, 2011
15 hours/week at \$13.00/hour

Organization: Based at the University of Waterloo, WPIRG is a student funded and directed organization that provides support for students and community members to research, educate and take action on environmental and social issues.

Background: This casual position has been created to fulfill a major project need at WPIRG. The primary responsibility of this position is to facilitate the planning and logistics of an annual social justice conference in the spring of 2011. The successful candidate will also organize a marketing and communications strategy with the assistance of a hired graphic designer, for the spring event. The event is structured as a 'free school' and is focused on skill-sharing, peer-to-peer learning, and a participatory model of knowledge-sharing.

Duties: This position will:

- Work with and facilitate the event planning committee, made up of WPIRG staff, board members, and volunteers;
- Assist in coordinating event volunteers, developing volunteer job descriptions, and recruiting volunteers;
- Set timeline for event preparation;
- Coordinate the creation of all promotional materials for the event, including posters, advertisements, email invitations, tickets, banner, and overall marketing and communications, with input from staff/board/planning committee/volunteers;

- Coordinating housing (billeting) needs for out-of-town visitors and transportation options;
- Implementing vision developed by planning committee;
- Coordinating other information and communication needs as required; and other tasks as required.

- Desired skills:**
- Experience organizing events and promotions
 - Excellent oral and written communication skills
 - Excellent organization and management skills
 - Acute attention to detail while being flexible/responsive to change
 - Ability to work independently as well as collaboratively
 - Experience dealing with the media and external partners
 - Self-motivated
 - Outgoing, creative, and enthusiastic
 - Proficient in Word, Excel, internet/email applications (Mac and PC)
 - Interest and engagement in environmental and social justice issues
 - Familiarity with a university campus environment, as well as KW community

How to apply: Please submit:
Your cover letter, resume with three references and at least one writing/communications sample (article, essay, narrative no more than one page) by Friday December 3rd at 5pm.

Email applications to info@wpirg.org. We regret that only those applicants selected for an interview will be notified. **Interviews will take place between December 6-17, 2010. Employment start date is January 10 2010.**

Employment Equity Statement:

WPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites indigenous peoples, people of colour, women, gays, lesbians, bisexuals, transgendered people, trans-sexuals, intersexed people, single parents, members of ethnic minorities, immigrants, refugees and people with disabilities to apply. **We encourage applicants to describe the contributions and experiences they, as individuals who have lived experience of marginalization/oppression, would like to share in their cover letter.**

This is a bargaining unit position with CUPE Local 1281.