

ADMINISTRATION AND COMMUNICATIONS COORDINATOR

30 hours per week

A. SHARED WITH THE OTHER COORDINATORS

Reception and internal communication:

- Aid volunteers and space users with general inquiries
- Respond to telephone and in-person inquiries
- Send, receive and distribute mail and e-mail
- Keep track of events and meetings in order to answer inquiries
- Maintain security key list and communication about space issues with key list users
- Refer volunteers to working groups, projects, committees and other QPIRG volunteer opportunities
- Manage other requests, including referrals and resources, related to QPIRG Concordia initiatives.

Office coordination and organization:

- Develop and maintain paper and electronic filing system
- Help ensure maintenance of space, computers, notice boards and photocopier
- Order and organize office supplies

Outreach/ community building

- Liaise with both student and community organizations to build alliances around common mandates.
- Liaise with and support organizations and networks that organize within oppressed communities who are underrepresented at QPIRG

Volunteer intake and coordination

- Respond to requests from members wishing to get involved with QPIRG
- Give regular orientations to new QPIRG volunteers
- Liaise with campus and community partners about QPIRG volunteer opportunities
- Act as a liaison between new volunteers and existing QPIRG projects and working groups

Organizational Development

- Participate in developing policy
- Participate in visioning, long-term planning, and implementing structural changes at QPIRG

Tech support

- Working with computer technician to maintain and upgrade QPIRG computer and communications systems;

- Administer QPIRG's website

Board and Staff Relations

- Act as a resource person for other staff (including orientation and training) and Board members
- Attend regular staff meetings
- Attend regular Board/staff meetings
- Attend regular check-ins with the *Staff Liaison Committee*, and participate in evaluations
- Participate in hiring committees
- Participate in and help maintain systems of communication among all staff and Board members

Shared Project and Support Responsibilities

- Administration, Working Groups & Programming and Finance coordinators will together bottom-line shared project responsibilities and shared support responsibilities, and work together to meet those responsibilities.
- Shared project responsibilities are:
 - DisOrientation
 - Study in Action
 - Community-University Research Exchange (CURE)
 - QPIRG Publications (eg: *School Schmoool*, *Convergence*, *At the Heart of Resistance*)
- Shared support responsibilities are:
 - Summer stipends
 - Grant-hires and work studies
 - Part-time/contract staff

B. SOLE RESPONSIBILITIES

Board administrative support

- Coordinate recruitment of Board members in conjunction with outgoing Board
- Assist Board in following up on discretionary requests, and coordinating minutes/agendas where needed
- Foster board appreciation and retention
- Coordinate orientation and training for new board members
- Coordinate the AGM
- Outreach, train, and coordinate the conflict resolution and complaints committee as per the Conflict Resolution and Complaints Policy

Resource library coordination

In collaboration with the Resource Library Coordinator, when such a position exists:

- Recruit and coordinate resource library committee volunteers
- Train resource library committee volunteers and QPIRG staff members on the library database and borrowing system
- Manage the resource library committee budget and purchasing
- Train volunteers in data entry and database maintenance
- Liaise with partner members of the Alternative Resource Library Database
- Maintain a user-friendly and accessible system for borrowing and returning materials
- Develop strategies to publicize resource library to Concordia students and the broader community

Policy

- Outline and facilitate the paths of policy development, ie. turning policy ideas into policy language
- Train policy committee on policy development and writing
- Ensure board member familiarity with all organizational policy
- Coordinate policy committee meetings
- Maintain up-to-date digital and hard copies of approved organizational policy and policy-in-progress.
- Update board revisions, suggestions and adjustments.
- Liaise with allied organizations about policy and policy development.

Organizational Publicity

- Develop and update QPIRG publicity materials (e.g. pamphlet, website, letterhead, logo, etc.)
- Coordinate translation of QPIRG publicity materials into French and English, and other communication modes as possible
- Update website with current information and events

- Publicize and promote events and campaigns (through public speaking and media work)
- Liaising with local organizations to promote QPIRG's activities