



Job Title: Alt 101 Week Coordinator

The Ontario Public Interest Research Group – University of Ottawa (OPIRG) is seeking to **employ one person working 22 hours per week, as Alt 101 Week Coordinator**. The compensation is **\$22 per hour**. OPIRG's **Alt 101 Week Coordinator** contract **begins May 1st, 2024 and ends October 1st, 2024**.

OPIRG-GRIPO is a non-profit organization dedicated to promoting social, economic, and environmental justice through research, education, and action, at the University of Ottawa. We strive to empower students and community members to create positive change in their local and global communities

Background of the project:

Position Overview:

The Alt 101 Week Coordinator will play a pivotal role in organizing Alternative 101 Week, a week-long series of events designed to engage students in critical dialogue, artistic expression, and community-building around themes of Indigenous knowledge, climate justice, and social change. This temporary position will involve coordinating a diverse range of activities, including workshops, artistic showcases, social outings, and discussions, with the aim of fostering awareness, collaboration, and action among students. The theme for this year's Alt-101 week is Intersectional Climate Advocacy.

Responsibilities:

1. Event Planning and Coordination:

- Develop a comprehensive schedule of events for Alternative 101 Week, ensuring a balance of educational, artistic, and social activities.
- Coordinate with speakers, performers, and venue hosts to secure participation and logistics for each event.
- Arrange for breakfast or lunch to be provided during events as feasible.
- Incorporate French-language events to promote inclusivity and bilingualism.
- Designate specific themes and topics for each day, with a focus on radical approaches to climate justice.
- Ensure events are accessible and accommodating to diverse audiences, including students with disabilities and marginalized communities.

2. Promotion and Outreach:

- Work with the Communication Coordinator to develop promotional materials, including posters, flyers, and social media content, to publicize Alternative 101 Week.
- Collaborate with campus organizations, student groups, and local partners to maximize outreach and engagement.

3. Volunteer Management:

- Recruit, train, and supervise a team of volunteers to assist with event setup, coordination, and outreach.



- Delegate tasks and responsibilities effectively, ensuring volunteers are engaged and supported throughout the week.
- Foster a positive and inclusive volunteer environment, encouraging teamwork, creativity, and collaboration.

4. Logistics and Administration:

- Coordinate logistical arrangements for each event, including venue booking, equipment rental, and transportation.
- Handle administrative tasks such as scheduling meetings, managing correspondence, and documenting event feedback and evaluations.
- Prepare post-event reports and summaries to assess the success of Alternative 101 Week and identify areas for improvement.

Qualifications:

- Previous experience in event planning, coordination, or community organizing, preferably in a non-profit or educational setting.
- Knowledge of sustainable agriculture, gardening practices, and environmental justice issues.
- Strong interpersonal skills and the ability to work effectively with diverse stakeholders, including students, volunteers, and community partners.
- Excellent communication skills, both written and verbal, with proficiency in English and French preferred.
- Demonstrated commitment to social justice, environmental sustainability, and anti-oppressive principles.
- Creative problem-solving abilities and the capacity to adapt to changing circumstances and priorities.
- Organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines simultaneously.
- Knowledge of Indigenous issues, climate justice, and alternative forms of activism and expression is an asset.

How to Apply:

OPIRG takes Employment Equity into account throughout our hiring processes. OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites Indigenous people, people of colour, women, gays, lesbians, bisexuals, two-spirit, queer-oriented people, gender non-binary, transgender, asexual people, working class people, single parents, members of ethnic minorities, immigrants, people with disabilities and other marginalized persons to apply. We encourage applicants to describe the contributions and experiences that they, as individuals who identify with marginalized communities, would bring to the OPIRG



organization in their cover letter. Accommodations are available upon request throughout the hiring process. OPIRG is an accessible workplace.

All applicants are asked to include a brief statement on their understanding of power and oppression in our society, as it relates to yourself, and the work environment.

Only those invited for an interview will be contacted.

DEADLINE to submit applications: Sunday, April 30th at 12pm.

Please submit ALL of the following documents to be considered as a candidate:

- 1) CV / resume*
- 2) cover letter explaining how you meet each of the job qualifications,*
- 3) 3-4 paragraph statement explaining your understanding of power and oppression in our society, as it relates to yourself and the work environment, as well as your understanding of OPIRG.*

Send the documents (in PDF format) listed above to:

Programs.Coordinator@OPIRG-GRIPO.ca. Please include "Alt 101 Week Coordinator Application" in the subject line.