



## **Job Posting: Volunteer Outreach Assistant**

The Ryerson Students' Union (RSU) is currently seeking candidates to assist with volunteer recruitment and outreach. The employee will play a central role in the organisation and development of membership outreach strategies and supporting the overall function of the organisation. **Applicants must be approved for Workstudy for the 2011/2012 academic year prior to applying.**

The Assistant is directly supervised by the Executive Director of Communications and Outreach.

<b>Positions Available:</b>	One (1)
<b>Start Date:</b>	Monday, September 12, 2011
<b>End Date:</b>	Friday, March 23, 2012
<b>Rate of Pay:</b>	\$11 per hour
<b>Hours Per Week:</b>	15 hours

### **RESPONSIBILITIES:**

- Works collaboratively with the Executive Director of Communications & Outreach to assist in the organisation and development of membership outreach strategies
- Conducts classroom talks, provides presentations and assists in updating RSU bulletin boards and cabinets throughout Ryerson to ensure students are informed about RSU services, events and campaigns
- Responsible for the coordination of the RSU's travelling Outreach Cart
- Assists with volunteer outreach and placement into different areas of the RSU
- Assists with promotion and publicity of all RSU events, campaigns and services
- Seeks to maintain a volunteer database, and required to write volunteer announcements or articles for the RSU newsletter
- Works in conjunction with the Executive Director of Communications & Outreach to train and support RSU volunteers to enable their experience to be useful and beneficial
- Acts to develop an outreach strategy and implements diverse tactics to foster relationships with different constituencies at Ryerson
- Performs administrative support where required

### **SUCCESSFUL CANDIDATES WILL POSSESS:**

- Excellent organisational and time management skills and the ability to work within deadlines.
- The ability to multi-task and accomplish many goals simultaneously, while under pressure
- Experience working in an office environment – knowledgeable on the systems and resources necessary to allow for the efficient operation of the office
- Superior oral and written communication including experience in a customer-service capacity, preferably in a student environment
- Experience presenting to both large and small audiences
- A strong understanding of equity issues and the role of the Students' Union
- The ability to be self motivated and work independently

- An understanding of the dynamics and diversity of an urban university
- Experience working within a students' union and familiarity with the Canadian students' movement are assets.
- Must be a student at Ryerson University and returning to school full time in Fall 2011
- Must be approved for Workstudy for the 2011/2012 academic year

**Interested candidates should submit a resume and cover letter**

**PRIOR TO MONDAY, SEPTEMBER 19, 2011 at NOON to:**

Volunteer Outreach Assistant Hiring Committee  
Ryerson Students' Union      Email: [jobs@rsuonline.ca](mailto:jobs@rsuonline.ca)  
55 Gould Street, SCC 311      Fax: 416-979-5260  
Toronto, Ontario M5B 1E9

(If sending a "soft-copy" of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

**Who are we?**

The Ryerson Students' Union (RSU) represents over 24,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. The Students' Union hosts dozens of events each year ranging from social gatherings, educational seminars, music concerts, awareness campaigns and mobilisations. For more information on the RSU, please check out our website at [rsuonline.ca](http://rsuonline.ca)

The Ryerson Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, trans people and women.

The Ryerson Students' Union is an independently incorporated students' union working within the Ryerson community.

# PART-TIME JOB APPLICATION Outreach & Communications

*The RSU's Part-Time Job Program is Funded in Part by the Work-Study Program*

**LAST NAME**  **FIRST NAME**

**PROGRAM**  **CURRENT YEAR IN PROGRAM**  **STUDENT ID**

*\* Must be resgistered Full-Time*

**CURRENT ADDRESS**

**PERMANENT ADDRESS**

**PHONE NUMBER(S)**

**E-MAIL ADDRESS**

**HAVE YOU APPLIED FOR WORK-STUDY?**

YES  NO

**HAVE YOU RECEIVED CONFIRMATION OF WORK-STUDY ELIGIBILITY?**

YES  NO

*NOTE: Proof of work-study eligibility is required during interviews*

**ARE YOU AN INTERNATIONAL STUDENT?**

YES  NO

**Please indicate only two job preferences**

*All positions are 15hrs per week*

Volunteer Outreach Assistant

Policy Assistant

Campaigns & Outreach Assistant

Graphics & Media Assistant

**OVER >>>**

**EMPLOYMENT***You must provide a copy of YOUR RESUME & A COVER LETTER to be considered.**In summary, how would you meet the requirements for the position(s) as described in the job posting?**Why do you want to work with Ryerson Students' Union?***AVAILABILITY:** *Please indicate the times you are **NOT AVAILABLE** to work or have class:*

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>10</b>						
<b>11</b>						
<b>12</b>						
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						

**SKILLS / QUALIFICATIONS (CHECK ALL THAT APPLY):**

- Outreach
- Anti-Oppression Training
- Coalition Work
- Office Support
- Campaigns Work
- Customer Service / Retail
- Data Entry
- Project Management
- Public Speaking
- Marketing
- Event Planning
- Volunteer Coordination
- Computer Software (list)

**After completing this application form, please return to the Ryerson Students' Union (RSU)  
(SCC311, 3rd floor, 55 Gould St, Student Centre)**