



## Community Outreach Acadia Coordinator

The ASU is a not-for-profit organization that provides services, events, societies and advocacy work, along with much more, for the students of Acadia University. The ASU is an organization led by students, for students. It consists of over 100 employees and many more volunteers. The Acadia Students' Union story has been shaped and crafted since 1967 by you, the students. That's why we work every single day to support you in creating your story.

Community Outreach Acadia is an internal organization created and guided by students seeking to make positive and sustainable changes in our community. The club aims to engage Acadia students within the Wolfville community by presenting both spontaneous and long-term volunteer initiatives that will align with the interests of any student. Some of our initiatives include Neighbours-Helping-Neighbours, Meal Exchange, youth centered development programs. COA is here to lend a hand and tackle any new volunteer initiatives that present themselves within our community. We are a fun and energetic team hungry for members who share a passion for volunteerism.

### DUTIES

- Shall hold a minimum of 3 office hours per week
- Organize and Facilitate regular meetings of the organization
- Is the responsible for appointing and overseeing officers of Community Outreach Acadia
- Coordinate a variety of community initiatives including semesterly food drives, Neighbours Helping Neighbours and Skip-a-Meal events!
- Provide semesterly reports to the ASU
- Responsible for recruiting new members!

TERM: May 1<sup>st</sup> 2024- April 30<sup>th</sup>, 2025

TRAINING: Consists of mandatory orientation at commencement of the term plus periodic training seminars and meetings throughout the year.

PREREQUISITES: Strong people skills, organizational, time management, and communication skills; ability to respond creatively to pressure; unique promotional skills. Sessional GPA of 2.00 or above.

**This volunteer position is eligible for honorarium upon successful completion of the term**

TO APPLY: Submit cover letter and resume to [menat.tahoun@acadiau.ca](mailto:menat.tahoun@acadiau.ca) Campus Engagement Manager

DEADLINE: March 20st, 2024 at 4:30pm

The ASU is strongly committed to fostering equity, diversity and inclusion within our community, and we particularly encourage candidates from equity-deserving groups, including women, Black, Indigenous and People of Colour, members of the 2SLGBTQ+ community and people with disabilities to put their names forward for consideration.