EXECUTIVE COORDINATOR POSITION
(EXTERNAL OPENING)

GSAÉD

The Graduate Student’s Association des étudiant.es diplômé.es (GSAÉD) has represented graduate students at the University of Ottawa since 1989. It currently represents approximately 6000 graduate student members from across all academic fields. GSAÉD is a service-based not-for-profit that offers its members a variety of benefits including an extended health and dental plan. We also enrich our members’ graduate experience with many social and cultural activities.

GSAÉD’s mission is to represent, promote and defend the common interests of its members; promote and support the interest and activities of its federated graduate student associations in all departments and faculties; bring together its members to discuss and take democratic positions on issues affecting them; and represent its members at the administrative level of decision-making.

We acknowledge that GSAÉD’s offices sit on the unceded territory of the Algonquin people, who are the traditional guardians of this land. We pay respect to all Indigenous people in this region, from all nations across Canada, who call Ottawa home.

Job Summary

The Executive Coordinator is responsible for coordinating the offices of the Association's Executive Committee (i.e., the elected Commissioners). This position will work with the Commissioners and the Executive Director on various projects but will be directly accountable to the Staff Relations Officer.

Qualifications

Minimum qualifications:

Education: A college diploma in Business Administration, Media Relations, Communications, or related fields. OR 2-3 years of relevant professional experience.

Experience: Proficiency in Microsoft 365 and/or Google Workspace.

Language: Bilingual (Fr/En) imperative

<table>
<thead>
<tr>
<th>Test</th>
<th>Oral</th>
<th>Reading</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government of Canada</td>
<td>C/C</td>
<td>C/C</td>
<td>C/C</td>
</tr>
<tr>
<td>CanTEST</td>
<td>4.5/4.5</td>
<td>4.5/4.5</td>
<td>4.5/4.5</td>
</tr>
</tbody>
</table>
Preferred Qualifications:

Education: A bachelor’s degree in Business Administration, Media Relations, Communications, or related fields. OR 3-4 years of relevant professional experience.

Experience:

a. Experience with Airtable and/or low-code databases
b. Experience with Wordpress, Wix and/or related website management services
c. 1-2 years experience in drafting professional documents
d. 1-2 years experience in public relations and/or event management
e. 1-2 years experience in social media management (e.g., Instagram, Twitter, Discord)
f. 1-2 years experience in software related to newsletters (e.g., Adobe InDesign)
g. Superior public relations, interpersonal and communication skills to engage with diverse groups (e.g. student members, community partners, etc.)

Term Length

This position is for a 1.0 FTE (35 hours per week) permanent position, unionized under CUPE 1281. Per Article 14.02 of the collective agreement, there will be a three (3) consecutive month probationary period.

Work Conditions

GSAÉD believes in a flexible working environment and is open to working with the candidate to develop an arrangement suitable for the work expectations and their personal needs.

Occasionally, work responsibilities may require participation outside of the traditional working hours, including one evening per month from 5:30pm to 7:30pm for the monthly Board of Directors meeting.

Salary and Benefits

Annual salary of $48,271.18.

The employee shall receive a health and dental plan, paid for by GSAÉD, as well as a supplement towards the costs of a mobile cellular plan, up to $120.

General Accountabilities

Operations

● At the direction of the Executive Director and/or Commissioners, assist in
  ○ The coordination of academic or social events
  ○ Implementation and execution of all services and programs offered by GSAÉD
- Coordinate with the Executive Director and/or Commissioners in the scheduling of appointments and meetings with GSAÉD stakeholders (e.g., University representatives, community partners)
- Assist in the annual transition between Executive Committees
- Take minutes at various meetings, as needed
- Assist in the limited translation of internal documents. Please note that comprehensive translation will be performed by an external professional translator.
- Any other duties that may be determined by the Executive Director, Executive Committee and/or Board of Directors

**Communications and Multimedia**

- At the direction of the Executive Director and/or Commissioners, assist in the generation of documents and multimedia related to
  - External relations (e.g., press releases)
  - Direct communications (e.g., bulletins, emails)
  - GSAÉD campaign materials (e.g., posters, flyers)
- At the direction of the General Manager and/or Commissioners, undertake the curation and maintenance of GSAÉD’s social media accounts (e.g., Facebook, Instagram) and the minor maintenance of the website

**Accountability**

- The Executive Coordinator will be accountable to the Executive Director

**Application Procedure**

We ask applicants to complete the application form, which can be found by following this link:

GSAED Executive Coordinator Application Form

The application will require candidates to attach their resume in .doc or .pdf format.

**Equity Statement**

GSAÉD promotes the principles of diversity and inclusion and adheres to the tenets of the *Canadian Human Rights Act* and the *Ontario Human Rights Code*. We encourage applications from women, Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. GSAÉD provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed with the selection process, please advise us if you require any accommodation.