

We're hiring!



Director, Programs

We need someone to run our services and events.

Summary

Job title	Director, Programs
Classification	Replacement Employee
Rate of pay	\$27.43 per hour (\$25.88 during probation)
Hours of work	70 hours per pay period
Term	November 19, 2018 – October 15, 2019
Reports to	Executive Director

Under the direction and supervision of the executive director, the programs director is responsible for our programs, including core services, special events, and the activities of clubs. The programs director resources the board and its committees on decisions and activities related to services, clubs, and events.

Duties

In particular, the programs director shall perform the following duties:

Membership Engagement (45%)

- Coordinate the development and operations of the volunteer program.
- Coordinate the clubs program.
- Coordinate the execution of large-scale special events, including semester kick-off events.

Service Development and Evaluation (45%)

- Coordinate the development and delivery of assigned services and programs including the student health and dental plan, used book sale, food bank, U-Pass BC, and locker rentals.
- Coordinate the research and development of new membership services, as assigned.
- Prepare monitoring and performance reports to assist in the evaluation of existing services.

Other Duties (10%)

- Attend and resource board, executive, and committee meetings as assigned, and act as the administrative lead for assigned board, executive, committee, and other organizational meetings.
- Participate in the training and development of board members, executives, and staff.
- Provide supervision and coordination for the work of support staff in their areas of responsibility.
- Work safely, in accordance with the CSU's health and safety policy.
- Protect the personal information of coworkers, students, and the public.
- Perform other duties as assigned by the executive director.

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Qualifications

- Relevant post-secondary degree, or an appropriate combination of education and experience.
- Two years' relevant experience supporting a student society or nonprofit, with experience in event planning and execution, and the development, implementation, and monitoring of programs.
- Personable, professional, and well-organized.
- Ability to work independently or as part of a team, as needed.
- Excellent written and verbal communications skills.
- Passionate about supporting student leaders and making positive change.
- Comfortable relating to, interacting with, and coaching university students.

Why work at the Capilano Students' Union?

We strive to be a diverse workplace. We're working hard to make sure that our staff team reflects the diversity of our membership, guided by the CSU's equity strategy. Over half of our team members self-identify as women, and visible minorities comprise half of our unionized workforce.



**living wage
employer**

livingwageforfamilies.ca

We are a designated living wage employer.

We provide fair (and competitive) compensation packages for all members of our team, including employees who are students, because we believe that everyone who works deserves to make ends meet.

We take our values really seriously. We think that our values create a fun, dynamic, and challenging work environment – one where no two days are the same, and where our team members look forward to coming to work. If these value statements resonate with you, you should think about joining the team:

We believe in fostering **engagement** on our campuses, providing opportunities for **fun, leadership, and community.**

We are a **progressive, membership-driven** organization, supporting **social change** at CapU and in our communities.

We are **responsible, accountable, and accessible,** conducting our affairs with **transparency and integrity.**

Interested?

Email us at hire@csu.bc.ca to apply to join the team!

Please submit your résumé and cover letter, showing clearly how you would be the ideal candidate for this position and meet the qualifications set out above. Please address your correspondence to Christopher Girodat, and include "Search: Director, Programs" in the subject header. All applications are due **October 29, 2018**. Interviews are going to be scheduled during business hours on **November 2, 2018**.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Folks with disabilities, Indigenous folks, self-identified women, folks from visible minorities, and trans and gender diverse candidates are encouraged to self-identify during the application process. Please do not hesitate to reach out to us if you require accommodation to participate fully in our application and selection process. Our employees are represented by CUPE 1004 in a unionized work environment.