

We're hiring!



Director, Policy and Campaigns

Summary

Job title	Director, Policy and Campaigns
Classification	Replacement Employee
Rate of pay	Starts at \$27.43 per hour (\$25.88 during probation) ¹
Hours of work	70 hours per pay period
Term	As soon as possible (term ends on March 25, 2020)
Reports to	Executive Director

Under the direction and supervision of the executive director, the policy and campaigns director is responsible for executing organizational campaigns, developing and analysing policy, and supporting relationship-building between the Capilano Students' Union (CSU) and the university and governments. The policy and campaigns director resources the board and its committees on policy issues.

Duties

In particular, the policy and campaigns director shall perform the following duties:

Policy (25%)

- Monitor the student society and post-secondary landscapes for substantial policy issues, and provide resources, background, and advice to the board, executive, and staff as needed.
- Coordinate the research and development of issues-based policies.
- Work closely with the operations and advocacy director to ensure that emerging concerns and issues considered by the collectives are reflected in the CSU's issues-based policy framework.
- Organize resources, advice, and background on student society and non-profit governance best practices to support the development of a well-governed and high-functioning board.

Supporting Relationships (40%)

- Support our relationship with the university administration, board, and senate; provincial, municipal, and federal governments and legislators; agencies impacting the members' interests, such as TransLink; national and provincial student organizations; and other student societies.
- Working closely with the communications director, provide advice to student executives, the executive director, and other organizational spokespersons on sensitive communications issues.

Campaigns (25%)

- Coordinate the development and execution of campaigns that advance our policy positions, working closely with the communications director and our colleagues at allied organizations.

¹ Effective July 1, 2019, rate of pay increases to \$28.25 per hour (\$26.66 during probation).

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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.

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 research, policy development, and maintaining relationships with governments.
- 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.**

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Interested?

Email us at hiring@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, Policy & Campaigns" in the subject header. All applications are due **April 12, 2019**. Interviews are going to be scheduled during business hours on **April 17 and 18, 2019**.

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, two-spirit, and gender non-binary 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.