

Job Description for Temporary, Casual or Interim Positions

Job Title	Outreach Director		
Interim Job Code	INT149	Pay Grid	Temporary
Student Work Program Job Code	WPS149	Pay Grade	Level 4

Job Summary

Independently develop, prepare, deliver and evaluate outreach programming.

Accountabilities

1. Schedule, set-up, deliver and facilitate outreach programming.
2. Contribute to the development of program content and curriculum.
3. Maintain continuing documentation including program reports, program evaluations, surveys, etc.
4. Plan and execute logistics for events and conferences, including curriculum development, material acquisition, agendas, room, residence bookings, guest speakers, etc.
5. Prepare reports, statistics and budgets for all events.
6. Recruit mentors for clubs, conferences, camps and summer programs.
7. Assist with the preparation of funding and grant applications.
8. Participate in National conferences.

Qualifications

Education: Completed relevant post-secondary program.

Experience: No prior experience required.

Working Conditions

- Typical office environment.
- Travel to offsite locations may be required.