Job Description for Temporary, Casual or Interim Positions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Outreach Director</th>
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<tbody>
<tr>
<td>Interim Job Code</td>
<td>INT149</td>
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<tr>
<td>Pay Grid</td>
<td>Temporary</td>
</tr>
<tr>
<td>Student Work Program Job Code</td>
<td>WPS149</td>
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<tr>
<td>Pay Grade</td>
<td>Level 4</td>
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**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.