Quebec Public Interest Group at McGill

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Call for Applications: Rad Frosh Coordinator (Summer Contract)

The Québec Public Interest Research Group at McGill University (QPIRG-McGill) is a student-funded non-profit organization that conducts research, education and action on a variety of social justice and environmental issues at McGill and in the Montreal community. Rad Frosh is a 3-day alternative orientation program coordinated annually by QPIRG-McGill. Rad Frosh caters to the needs and interests of incoming first-year students who want to explore a range of environmental and social justice issues at McGill and in Montreal. Rad Frosh provides over 200 new McGill students with unique and exciting opportunities to meet fellow students with similar interests, and to be introduced to numerous community and activist organizations from McGill and Montreal. Rad Frosh exposes these students to a diversity of pertinent issues via workshops, panel discussions and walking tours of Montreal and McGill. Rad Frosh aims to give new students a meaningful relationship to their community and campus.

QPIRG-McGill is hiring TWO (2) Rad Frosh Coordinator Positions (Campus and Community Based). ONE OF THE TWO POSITIONS is pending funding, which will be confirmed during the hiring process. ONE OF THE POSITIONS is partially funded by a summer grant for students. Candidates must be eligible for this grant: full-time students between the ages of 16 and 30, intending to return to school in the fall, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and have a valid Social Insurance Number – get in touch if you have any questions, or check the YCW website FAQ https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html

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Action. Research. Justice.

Contract Details

Contract Length: 12 weeks

Wage: $23.22 per hour (variable hours, full-time in August)

Contract Start Date: Monday, June 6th, 2022

Location: Montreal, QC (staff are currently working from home due to the pandemic)

Application Deadline: Friday, May 13th, 2022 at 11:59pm

PLEASE NOTE: The selected candidates MUST be available from August 26th-28th, which is when Rad Frosh is taking place in 2022.

COVID-19 WORKING CONDITIONS:

Until further notice, all work at QPIRG-McGill will be done from home. If this is a barrier to your application, please indicate this in your cover letter and we will contact you to investigate alternative locations or accommodations for the project.

Duties and Responsibilities

(1) Rad Frosh Coordinator: McGill Centered

- Conduct research on alternative online event options.
- Liaise with the SSMU VP Internal, SSMU Frosh and other McGill groups, to ensure all orientations run smoothly.
- Meet regularly with QPIRG Staff and Board to maintain active support and involvement.
- Coordinate logistics.
- Select facilitators to guide students through the program.
- Recruit participants.
- Design schedule and any other documents.
- Bottom-line registration.
- Coordinate promotions- mail out, website, logo etc.

(2) Rad Frosh Coordinator: Community Centered

- Conduct research on alternative online event options.
- Coordinate sponsorships.
- Coordinate community publicity.
- Solicit workshops and design callout for workshops,

- Conduct outreach to Montreal community groups for participation in the program
- Fundraise from campus and community groups for frosh costs.
- Organize logistics for final show.
- Coordinate and update budget and finances.

Collective Tasks:
- Organize Summer Volunteers
- Oversee programming decisions: workshops, scheduling, brainstorming the theme, evening events
- Evaluating the program and preparing a final report

A successful candidate will possess the following:
- Ability to take initiative, work independently and as part of a team, as well as by consensus.
- Experience coordinating projects or events with student groups/community organizations and volunteers.
- Well-organized and able to work in a dynamic workplace.
- Interest in community organizing, especially with youth.
- A demonstrated commitment to social and environmental change.
- Knowledge of Montreal community/activist groups.
- Knowledge of McGill clubs, services and campus groups.
- Familiarity with teleconferencing software.
- Familiarity with QPIRG-McGill and the McGill campus.
- Flexible and strong problem solving skills.
- Bilingualism (French/English) is an asset; English will be the primary language of the program.
- Flexible working hours (especially in August).

How to Apply
Fill out the application form and submit your CV here **by Friday, May 13th at 11:59pm.** Applicants are strongly encouraged to share any accessibility needs during the application process, and every attempt will be made to accommodate them.

We're grateful for your interest in this position and only candidates selected for an interview will be contacted.

Employment Equity:

QPIRG values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage Indigenous people, people of colour, people with disabilities, people identifying as LGBTQI, women, immigrants and people from working class backgrounds to apply. We recognize that this list is neither exhaustive nor representative of the intersectionality present within each individual. We encourage these individuals to apply for these positions, and to describe their unique contributions in their applications. Work experience at QPIRG is not a prerequisite for the position, nor will it privilege your application. Please indicate in your proposal if you would like to be considered for employment equity (full policy available upon request).