

Position Title: *Community Engagement Champion (Careers & Experience)*

Position Summary:

As a Community Engagement Champion, you will be part of the Experiential Learning team and work with the Community Engagement Coordinator (Student) role. The Experiential Learning team collaborates with community and non-profit organizations in London and the surrounding area to offer a variety of Community Engaged Learning (CEL) programs to all students at Western.

As the Community Engagement Champion, your role would be to assist with the planning and execution of Orientation Serves during Orientation Week and launching the Western Serves Network during Orientation Month. You will work closely with the Community Engagement Coordinator (Student) to support year-long co-curricular CEL programming, including the Western Serves Network and Impact Experience.

What will you gain from this role?

- Develop strong professional skills by engaging with the community thoughtfully and respectfully, as a representative of Western University
- Develop effective program/event planning, project management and facilitation skills
- Develop and understand key marketing and promotional strategies including, but not limited to, social media, email, and in-person communications
- Build meaningful connections with non-profit organizations in London and the surrounding area
- Attain personal satisfaction and growth from being involved in a helping capacity
- Opportunity to assist new students in making connections with the London community
- Recognition through Western's Co-Curricular Record

Key Responsibilities

- Work with the Community Engagement Coordinator to support the coordination of Orientation Serves, Western Serves Network and Impact Experience events
- Collaborate with Charity Orientation team to facilitate Orientation Serves events and guide student reflection
- Participate in, and facilitate, at least one community engaged learning (CEL) opportunity per month
- Liaise with the Strategic Storytelling and Digital Engagement team (Student Experience) to develop multimedia promotional copy for co-curricular experiential learning programming

Position Requirements

- Ability to demonstrate initiative and dependability. Enthusiasm is a must!
- Interest in enhancing public relations and public speaking skills

- Excellent team player and strong ability to work independently
- Strong interest in acquiring experience in program coordination
- Good written and oral communication skills
- Experience in event planning and student leadership is an asset
- Flexible and adaptable

Time Commitment:

- The Community Engagement Champion term will begin August 8, 2022 and will end March 31, 2023
- From August 8, 2022, through September 2, 2022, we would ask 10 hours a week (flexible hours); during this time, we will focus on team building and planning for Orientation Serves.
- From September 4-10, 2022 we would ask for 15-20 hours as we support the plan and execution of a successful Orientation Serves event
- Between September 12, 2022 – March 31, 2023, we would request between 2-3 hours/week; hours may vary, depending on events

**** No commitments during December/April exam periods. Commitment during the Fall/Winter Reading Weeks is voluntary.**

Western Peer Leader (WPL) Requirements:

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

** Trainings subject to change

Training

- Human Resources online training modules:
 - WHMIS (60-90 min)
 - Health & Safety (45-60 min)
 - Safe Campus (30 min)
 - AODA (45-60 min)
- Beyond this, as Community Engagement Champions, you will work with the Community Engagement Coordinator to co-develop a training plan that supports you in developing skills that will allow you to be successful in your role and contribute to your career development. The

training plan will be informed and supported by Student Experience, in consultation with the Co-Curricular Experiential Learning Coordinator and the Orientation Committee.

- Human Resources online training modules:
 - WHMIS (60-90 min)
 - Health & Safety (45-60 min)
 - Safe Campus (30 min)
 - AODA (45-60 min)
- Campus Referrals & Resources
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)

Compensation:

This is an unpaid volunteer position and eligible for Work Study

Number of Positions Available:

5-7

Reports To:

Community Engagement Coordinator and Co-Curricular Experiential Learning Coordinator

Application Method:

Login to [Western Connect](#), and navigate to the Western Peer Leader Program tab to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone [519.661.1111](tel:519.661.1111) (89081).