



## Student Group Coordinator

### **JOB SUMMARY**

Reporting to the Outreach Manager and the Director of Operations, the Student Group Coordinator is responsible for overseeing the Random Acts Student Groups program.

### **RESPONSIBILITIES**

- Reaching out to post-secondary institutions via their student life divisions (or similar) to introduce the student group program to them
- Help develop and support Random Acts student groups
- Assist the Outreach Manager in the creation of education documents (toolkits) that support the mission of Random Acts and can be distributed as forms of outreach to Random Acts grant recipients, external partners, and people who engage with Random Acts at various events
- Keep organizational track of student groups worldwide
- Assist the Outreach Manager with any assigned tasks
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### **DESIRED QUALIFICATIONS AND SKILLS**

- Experience in building and maintaining relationships with external contacts
- Familiarity with the mission of Random Acts
- Ability to work effectively with diverse groups, including staff, supporters, peers and the public
- The ability to communicate effectively, both verbally and in writing, as well as strong interpersonal skills
- Excellent computer skills
- The ability to work independently as well as in a team
- Able to manage tasks or projects from implementation through to completion
- Creativity, enthusiasm, and attention to detail
- Excellent organizational and time management skills flexible work schedule to accommodate evening and weekend meetings
- Strong public speaking skills
- Familiarity with social media platforms (Facebook, Twitter, Snapchat, Instagram etc.)
- 3 years experience in marketing, PR, communications or journalism