



Role Descriptions

2018 - 2019

Directors: These positions are available for high-performing, ambitious and dedicated UBC student leaders. We are looking for students at the forefront of the UBC community with proactive, self-learning attitudes and who are motivated by a desire to create change. While challenging, these positions present an unparalleled opportunity for learning, growth and personal development. We encourage anyone fitting these criteria to apply!

Available Positions:

Advocacy Director

Responsibilities:

- Lead the advocacy team through facilitating team meetings, liaising with its portfolio members and coordinating with the broader Kite Vancouver team.
- With the existing co-director, develop a non-partisan advocacy campaign centred on civic participation and empowering students to be involved with local political issues.
- Oversee the planning of advocacy events, which includes budget creation, liaising with stakeholders and other tasks as necessary.
- Oversee the planning of online campaigns, which includes content ideation, creation and publishmen.

Qualifications:

- Sound understanding of local politics and causes.
- Experience leading a team.
- Experience with event planning and/or online marketing.
- Strong written and oral communications skills.
- Goal-oriented and strategic mindset for advocacy.

Position Specific Expectations:

- 10-15 hours weekly commitment.
- Attendance at weekly Kite meetings.
- Lead and facilitate weekly Advocacy team meetings.

Education Co-Director

Responsibilities:

- Lead the Education team through facilitating team meetings, liaising with its portfolio members and coordinating with the broader Kite Vancouver team.
- Further develop the existing education project (RecogNation) centring on enhancing the communities within local first nations through UBC student volunteering and inter-communal events.



- Oversee the logistical planning, including budget creation, liaising with relevant stakeholders and other tasks, as necessary.
- Work closely with the other Co-Director to learn about the nuances and complexities of diverse Indigenous cultures in Canada and take the necessary steps to assume the full director position in the Spring term.

Qualifications:

- Background in working with local first nations preferred.
- Strong ability to lead a team.
- Experience with presenting, hosting events and outreach work.
- Strong written and oral communications skills.

Position Specific Expectations:

- 15 hours weekly commitment.
- Attendance at weekly Kite meetings and professional development sessions.
- Lead and facilitate weekly Education team meetings.

Financial Director

Responsibilities:

- Create and manage Kite Vancouver's annual budget.
- Work with project directors to build project specific budgets.
- Maintain Kite's grant database and apply for grants.
- Work alongside executive and external directors to build relationships with potential donors.
- Work with director committee to build Kite's long term financial strategy.
- Oversee the work of your team in regards to reimbursements, expense logging, grant writing and fundraising.

Qualifications:

- Experience creating and maintaining budgets.
- Experience with grant writing preferred.
- Strong organizational skills and attention to detail.
- Knowledge of google sheets and microsoft excel.

Position Specific Expectations:

- Workload will be roughly 15 hours per week.
- Member will attend bi-weekly team meetings, bi-weekly pro-d sessions and lead bi-weekly portfolio meetings.

Internal Director

Responsibilities:

- Oversee and maintain the wellbeing of the Kite team.
- Facilitate and organize bi-weekly team meetings.
- Create, organize and execute bi-weekly professional development sessions covering a wide variety of subjects.
- Oversee the design and implementation of systems of accountability and organization.
- Plan and execute team hiring processes.
- Directly oversee at least one of Kite's projects in an advisory capacity.



Qualifications:

- Highly organized, accurate, and attentive to details; take ownership of activities and responsibilities.
- Self-motivated, proactive attitude, good interpersonal skills.
- Ability to present to groups in an engaging and consistent manner.
- Adaptable, able to respond to and implement feedback.
- Experience in a human resources or related role an asset.
- Possessing either a large skill set relevant to Kite's needs (grant writing, relationship management, budgeting, team communication etc) or a strong willingness and ability to learn.

Position Specific Expectations:

- Workload will be roughly 15 hours per week.
- Member will attend bi-weekly full team meetings, bi-weekly pro-d sessions and weekly portfolio meetings.

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Coordinators: Coordinators work alongside the directors to create, plan and execute the tasks and projects of a given portfolio. This is a position for applicants with a passion for team engagement, critical decision making and learning by doing. Existing knowledge for these positions is an asset but not required; however, the ideal applicant is not only self-motivated, but is also eager to learn new skills.

Available Positions:

Internal Logistics Coordinator (Internal Portfolio)

Responsibilities:

- Working closely with the internal director to manage and organize the portfolio's operations
- Tracking meeting attendance and taking minutes.
- Ensuring portfolio meetings are being scheduled and taking place.
- Assisting with professional development sessions
- Assisting with check-ins and team accountability

Qualifications:

- Exemplary organizational skills.
- Having a passion for working with people.

Position Specific Expectations:

- Workload, on average, will be 8 hours per week.
- Member will attend bi-weekly full team meetings, bi-weekly pro-d sessions and weekly portfolio meetings.

Grant and Fundraising Coordinator (Financial Portfolio)

Responsibilities:

- Keeping a running list of all available funding and grants for team-wide use.



- Assisting each portfolio with writing grants.
- Creating and updating financial tools and templates with the current Financial Director.
- Assisting the Financial Director and projects with fundraising efforts.

Qualifications:

- Strong writing ability. Grant writing experience preferred.
- Fundraising experience an asset.
- Eagerness to build relationships with institutional administrators and donors.

Position Specific Expectations:

- Workload will be roughly 8 hours per week.
- Member will attend bi-weekly portfolio meetings and team meetings.

Training Coordinator (Tutoring Portfolio)

Responsibilities:

- Co-create and run program training sessions for 15+ tutoring volunteers from November onwards.
- Help plan training times and confirm attendance with tutoring director.
- Build a manual for tutors to keep on hand as a reference.
- Maintain communication with trained and active tutoring volunteers to troubleshoot and actively improve training sessions and resources.
- Help hire and support all tutoring staff throughout the year.

Qualifications:

- Tutoring experience an asset.
- Professional leadership training an asset.
- Ability to commit to individualized support of tutoring staff.

Position Specific Expectations:

- Workload will be roughly 10 hours per week.
- Member will attend weekly portfolio meetings, bi-weekly team meetings and bi-weekly professional development sessions.

Communications and Outreach Coordinator (Tutoring Portfolio)

Responsibilities:

- Handle all communications between schools, the general public and the tutoring project.
- Help run the tutoring section of our website.
- Represent Kite alongside the tutoring director in communication with and at meetings with local school committees.
- Come up with growth strategies, both in bringing in more tutors and how to grow our partnerships with schools.
- Attempt to reschedule tutors unable to fulfill their commitments.

Qualifications:

- Excellent written and oral communication skills.
- Tutoring experience preferred.
- Knowledge of Vancouver school system, or willingness to do the required research.



- Eagerness to build relationships with school administration and parents.

Position Specific Expectations:

- Workload will be roughly 10 hours per week.
- Member will attend weekly portfolio meetings, bi-weekly team meetings and bi-weekly professional development sessions.

Impact Coordinator (External Portfolio)

Responsibilities:

- Handling impact tracking for each project.
- Attending all professional development sessions to gather feedback from participants.
- Assisting the executive director in preparing a report for each bi-weekly team meeting.
- Feeding the external portfolio updates to be used in social media platforms.
- Upholding communication with volunteers to address work-output issues.
- Meeting with the executive director weekly to share ideas and re-evaluate the organizational strategy and areas of improvement.
- Writing year-end impact reports for each project in collaboration with portfolio team

Qualifications:

- Student with experience in monitoring and evaluation an asset.
- Strong writing ability.
- Well organized and attentive to details; takes ownership of tasks and responsibilities.

Position Specific Expectations:

- Workload, on average, will be 6 hours per week (this will increase at the end of the year)
- Member will attend bi-weekly full team meetings, bi-weekly pro-d sessions, weekly portfolio meetings and meetings with each portfolio at the discretion of the directors.

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Representatives/Officers: Relied on to actualize the operations of our organization, these members are the foundation of Kite. Representatives and officers work with the executive team members, but have a smaller time commitment. The ideal representative is one who can effectively work with others and has a passion for getting involved with projects and causes larger than themselves.

Available Positions:

Publicity Officer (External Portfolio)

Responsibilities:

- Promote Kite on all social media platforms.
- Take photographs of events.



- Work with the external team to increase Kite's engagements throughout the year.
- Liaise with all portfolios to bring more attendees to Kite-affiliated events.

Qualifications:

- Experience with social media marketing an asset.
- Videography and design experience an asset.
- Proven track record of publishing quality material.

Position Specific Expectations:

- 5 hours per week.
- Attendance at bi-weekly team meetings, bi-weekly professional development sessions and portfolio meetings.

Education Project Representatives (3)

Responsibilities:

- Promote Kite's RecogNation initiative and liaise with project facilitators such as the NEC.
- Take on the various responsibilities that come with running events, presentations, and coordinating volunteers to be determined by the director(s).
- Work in first nations communities, sometimes to lead other volunteers or facilitating educational exchanges.
- Report to the education director(s) about weekly updates and completion of tasks.

Qualifications:

- Passion for and knowledge of Indigenous issues and culture required.
- Event staffing experience an asset.
- Steady work ethic.

Position Specific Expectations:

- 8 hours per week.
- Attendance at bi-weekly team meetings and portfolio meetings.

Online Advocacy Officers (2)

Responsibilities:

- With the support of the advocacy directors, ideate and plan an online campaign to promote civic participation and student involvement in local Vancouver issues.
- Create targeted content for the online campaign.
- Engage students at UBC through strategizing content and outreach of campaign.

Qualifications:

- Communications experience with strong written communications skills.
- A sound understanding for civic participation and local Vancouver issues or a keen interest to learn.
- Online marketing experience is an asset.
- Candidates with graphic design skills are preferred.

Position Specific Expectations:

- 6 hours per week.
- Attendance at bi-weekly team meetings, bi-weekly pro-d sessions and weekly portfolio meetings.



Advocacy Events Coordinators (2)

Responsibilities:

- With the support of the advocacy directors, ideate events that promote civic participation and student involvement in local Vancouver issues
- Create event schedules and coordinate event logistics
- Liaise with vendors and partners, such as venues and catering
- Work with the online advocacy officers and the Kite Vancouver's external portfolio to promote the events.

Qualifications:

- Previous event planning or similar experience.
- A sound understanding for civic participation and local Vancouver issues or a keen interest to learn.
- Detail-oriented ability to plan and coordinate.
- Strong oral and written communications skills.

Position Specific Expectations:

- 7 hours per week.
- Attendance at bi-weekly team meetings and portfolio meetings.

All positions are expected to be filled by September 27th. Please fill out our application form ([here](#)) **by September 22nd, at 11:59 pm.**

Due to the time commitments for many of these positions, Kite recommends that potential applicants consider speaking with current executives regarding their ability to manage school, life and their position. For executive positions (directors especially), we also recommend that you consider your involvement in Kite in relation to your other involvements. To strike a healthy and constructive work/life balance, we recommend you consider limiting your involvement in other extracurriculars. The term of appointment is from September 2018 until May 2019.

If you have any further questions about the roles or hiring process, please email stuart@kitevancouver.ca!

- The Kite Vancouver Team