



Job Description: Campus Program Coordinator

Would you like to be a leader and manage a team of students to reach other students on your campus? This is a perfect part-time position for students who want to make a difference on campus!

The Campus Program Coordinator (CPC) manages and coordinates the Leave The Pack Behind program on your campus. The CPC's responsibilities are primarily supervisory and administrative (e.g., payroll, budgeting, team management, etc.).

The ideal CPC candidate will meet the following qualifications:

- Enrolled in undergraduate studies for 2017-18 (upper year student preferred)
- Able to commit to the entire academic year (i.e., mid-August to April)
- Available to attend the August Training Conference (Aug. 18, 19, 20)
- Supervisory and leadership experience
- Excellent communication and interpersonal skills
- Excellent time-management skills
- Skilled at networking and being an outgoing member on campus
- Skilled at using social media platforms
- Self-motivated and creative
- Effective decision making and problem solving skills
- Ability to work independently and collaboratively as a team member
- Sensitivity to, and knowledge of tobacco use by priority groups, including Indigenous, LGBTQ and francophone

DETAILED JOB DUTIES

These are the duties that the CPC will perform. You will be a good fit for this role if you are skilled at completing these tasks:

1. Program Planning

- Meet regularly with a Health Professional Liaison contact on your campus
- Attend bi-weekly teleconferences and contribute to province-wide team of Campus Program Coordinators
- Represent the Leave the Pack Behind brand with honesty, integrity, and professionalism

2. Team Training and Management

- Manage a team of Student Ambassadors and volunteers (includes filling-in in the event of a team member absence)
- Plan, organize and lead training days for student team
- Conduct individual performance appraisals
- Ensure all team members follow Leave The Pack Behind's policies and procedures
- Recruit and train student volunteers
- Ensure all team members have completed required new employee tutorials

3. Administration

- Manage payroll and oversee operational and salary budgets
- Liaise with campus departments to create partnerships
- Maintain close communication with Central Office on a regular basis

4. Program Evaluation

- Assist with program evaluation and research
- Complete required reporting forms in a timely manner

If you meet the above qualifications, we invite you to apply to be a Campus Program Coordinator for Leave the Pack Behind.

Leave The Pack Behind is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, national origin, sex, age, citizenship status, disability status, or any other basis prohibited by applicable law.

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