

Internal/External Job Posting  
**Policy, Research and Community Affairs (PRCA)- Coordinator**  
(Full-Time)

**Description:** The Policy, Research and Community Affairs Coordinator (PRCA) coordinates necessary research on behalf of the Society in support of Society campaigns and initiatives as well as interpreting, maintaining and developing Society and other policies.

***The Simon Fraser Student Society is an equal opportunity employer.***

This is a full time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$32.96 per hour with additional benefits as defined in the Collective Agreement.

**Goal:** To work with the Executive Committee, Council and SFSS Staff to develop, review, and implement policies and framework critical to the operations of the Society; including conducting research, compiling background information and data, and the administration of the Society's systems, records, and activities.

**Reporting Structure:** As an employee of the Simon Fraser Student Society (SFSS), the Policy, Research and Community Affairs (PRCA) – Coordinator reports to and takes direction from the Operations Organizer, as well as the President- as Staff Liaison Officers of the Society.

**Working Relationship:** The PRCA works closely with the Executive Committee, Board Organizer, Campaigns and Mobilization Coordinator, and other student representatives as necessary. The position shall work out of the Campaigns, Policy and Research Department. The PRCA supervises and supports the work of the Research Assistant.

**Duties and Responsibilities:**

- Undertake research related to Society goals, campaigns and policy development
- Provide concise and comprehensive analysis, interpretation, and strategic recommendations to elected officials regarding issues and documents regarding the Society
- Assist elected officials with the review and development of the Society's Constitution, By-Laws, policies and procedures ensuring that best practices and protocols are met, and consulting with SFSS legal on same as appropriate
- Maintain an up-to-date knowledge and understanding of the Society, its structures, priorities, policies, agreements, contracts, events and activities

- Act as a resource person for the Society by ensuring that goals, interests, and direction are maintained
- Maintain the confidentiality of the Society's records, activities and affairs and ensuring statutory and regulatory requirements and standards are met in accordance with the BC Societies Act.
- Encourage and support coordination activities with Board Organizer, members of the Executive and Council, staff and volunteers to develop campaigns that address issues of concern to the membership
- Perform duties as the Privacy Officer of the SFSS in accordance with the British Columbia Personal Information Protection Act (PIPA)
- Other duties as determined

**Required Skills and Experience:**

- A post-secondary degree or diploma in relevant field is required
- Skills and experience utilizing multiple research sources, and producing accurate and succinct research resource materials in support of Society campaigns and organizational policy
- Has knowledge of the University Act, BC Societies Act, Societies Online reporting.
- Experience using Robert's Rules of Order.
- Broad knowledge of and experience in conducting legislative, administrative advocacy in a post-secondary education environment
- Computing skills (Microsoft Office Suite, G-Suite, and database software)
- Ability to work in a demanding, self-supervisory, multi-task environment, within clear timelines
- Strong interpersonal skills by being proactive in maintaining organizational communications and working relationships

**Please apply with your cover letter and resume via [Collage](#). Please send your documents as PDF files. Applications must be received no later than 9:00 a.m. (PST) on June 10, 2021. Applicants must be available to work during regular office hours Monday to Friday.**

*The SFSS is committed to make a sustained effort in recruiting, nominating and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from Black, Indigenous, and members of racialized communities, persons with disabilities and members of LGBTQ+, cultural, religious and linguistic communities.*

**We thank all who apply, but only those candidates selected for interviews will be contacted.**