

## **Black Students' Alliance**

### Events Coordinator

The goal of Black Student Alliance is to create an avenue for black students and all students who support the black experience, to feel a sense of community on campus. This organization will provide support for all black students on campus regardless of nationality, culture, religion or ethnicity. Our goal is to increase black representation on campus and to ensure that all black students can be heard and supported with their academic and communal endeavours. We aim to foster an inclusive space on campus where black students can express themselves and discuss issues alongside allies. This includes political, economic, and social issues affecting the black community. Our goal is to create legacy by engaging in discourse surrounding topics such as: mental health, world issues, campus issues, black representation on campus, racism, whiteness and beyond.

#### **Responsibilities:**

Duties of the *Events Coordinator* are to plan and coordinate all events, create and maintain an events agenda, itinerary, hire volunteers for the events, organize tabling events and confirm booking details. This position holder is responsible for communicating with vendors, institutions, and forming potential partnerships with other organizations.

#### **Requirements:**

- Undergraduate Carleton University Student
- Time management and organization skills are essential
- Experience in event planning an asset
- Ability to work well with others (including other members on the team and others in leadership roles)

#### **How to Apply:**

Please submit a cover letter and resume that details your unique skills and experience. Please also include your availability for an interview between August 1st - August 6th, 2023. Applicants can email their cover letter, resume, and availability to [clubs@cusaonline.ca](mailto:clubs@cusaonline.ca) with the subject line: Black Students' Alliance Events Coordinator.

Applications will close at 4:00pm on July 31st, 2023.