The York Federation of Students (YFS) is currently seeking candidates to fill Part-Time positions as Clubs and Services Assistant Staff.

**Job Description:**
The York Federation of Students (YFS) is currently seeking candidates for part-time positions to assist the Club Services and Outreach Coordinator. The position provides an opportunity to enhance career-related skills in the following areas: organizational and administrative skills that are applicable and required in any fast-paced work environment, public relations, office management and not-for-profit organizations. The employee is directly supervised by the Club Services and Outreach Coordinator and in conjunction with the Executive Director.

**Responsibilities:**
- Provide Support to Club Services & Outreach Coordinator
- Compile Club Funding Request
- Assist with preparation of Clubs Town Halls
- Update Clubs listing of Ratified & Renewed Clubs
- Other duties assigned by the Clubs Coordinator

The successful applicant shall possess the following:
- Must be a member of the YFS and current undergraduate student at York University for the 2020/2021 academic year
- Excellent organizational and time management skills and the ability to work within deadlines.
- The ability to multi-task and accomplish many goals simultaneously, while under pressure is key.
- Experience working in an office environment – knowledgeable on the systems and resources necessary to allow for the efficient operation of the office
- Familiarity with the York Federation of Students and its operations, and knowledge of current on-campus issues
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ageism etc.
- Superior oral and written communication
- The ability to be self motivated and work independently as well as be able to function in a team setting
- Attention to detail
- Required to use Microsoft systems and programs as well as G suite.
- Experience working within a students’ union and familiarity with the Canadian students’ movement are assets
- Must be approved for Work Study for the 2020/2021 academic year
- A Student Financial Profile is **REQUIRED**

**Term:**
September 2020 to April 2021

**Wage:**
$15.00/hour

**DEADLINE FOR APPLICATIONS - SEPTEMBER 23rd, 2020 @ 6PM**

Submit **Resume with Cover Letter and Class Schedule** via **EMAIL** to: Club Services & Outreach Coordinator, clubs@yfs.ca