



The University of British Columbia

POSITION DESCRIPTION #00000019

BUSINESS TITLE: United Way Loaned Representative
EMPLOYMENT GROUP: Other Staff
JOB FAMILY: Other (Misc.) Staff
JOB CODE: United Way Loaned Rep.
VP/FACULTY: VP Communications and Community Partnership
DEPARTMENT: Ceremonies Office

Job/Position Summary:

Two positions will be working on the UBC Community United Way Campaign at the Point Grey campus, as well as on other assigned campaigns throughout the Lower Mainland. Successful candidates are paid his/her current full salary and are seconded, or temporarily transferred, to the Loaned Representative position for a four-month term (approx. Aug 23rd-December 13th 2013). Loaned representatives work with campaign coordinators and volunteers to plan and implement successful campaigns, developing leadership, team-building and public speaking skills, and enhancing interpersonal skills.

Organizational Status:

Reports to: Volunteer UBC Campaign Chair(s) and United Way of the Lower Mainland Resource Development Specialist

Works with: UBC Campaign Coordinator, UBC faculty, staff, students and community members involved in fundraising for United Way (Vancouver)

Contacts: UBC staff, faculty and students, donors, community groups, United Way of the Lower Mainland

Work Performed:

Organizing United Way campaigns for various business and organizations; Working with in-house coordinators of those campaigns to develop and implement action plans; Making presentations to communicate the United Way message to individuals and groups; Attending and assisting with special events and other activities; Training, motivating, and recognizing workplace volunteers.

Hours will vary; some evening or weekend work will be required. One-half day training/introduction in late June. Compulsory one-week training the week of August 23rd. Occasional on-campus meetings through the spring and summer.

Mileage and parking expenses will be reimbursed.

More information: www.unitedway.ubc.ca and www.uwlm.ca/participate/loaned-representatives.

Consequence of Error/Judgment:

The interactions of this position with donors to the UBC Community United Way Campaign and to United Way of the Lower Mainland are crucial to the continued success and growth of the UBC Campaign. Confidentiality is extremely important. Poor judgment could lead to alienation of donors, embarrassment to UBC and/or United Way of the Lower Mainland and could result in the loss of significant financial and public support for the Campaign.

Supervision Received:

Works independently, under general direction from Volunteer Campaign Chair(s), United Way Resource Development Coordinator, and UBC Campaign Coordinator to achieve objectives.

Supervision Given:

None.

Qualifications:

Candidates must be full-time, continuing employees of UBC. Applicants of all backgrounds encouraged to apply. If the applicant is selected, release of the employee is at the discretion of the unit. To avoid disappointment, applicants are requested to consult their supervisor before applying. Funds (up to a maximum) will be transferred to the successful candidate's department to cover costs associated with the secondment.

Experience:

- Knowledge of the University, its organizational structure and strategic goals and values;
- Experience partnering with units across campus;
- Experience creating solutions that meet multiple goals;
- Group-facilitation or presentation experience required.

Skills:

- Enthusiastic and energetic individual; a team player;
- Ability to build relationships and collaborate with individuals from diverse backgrounds towards common goals;
- Excellent customer service, interpersonal, and relationship-building skills; solutions oriented mindset;
- Ability to learn quickly, think on your feet, and adapt actions accordingly;
- Ability to effectively manage time and work well under pressure;
- Ability to exercise tact and discretion when disseminating information;
- Excellent written and oral communication skills;
- Strong organizational skills;
- Attention to detail an asset;
- Valid driver's license, laptop, daily use of car, and ability to lift and carry up to 20kg required.