

IGNITE Job Description

Job Title President

Campus All

Department Governance

Compensation \$20/hr + 4% vacation

Position Type Full-time

Number of Positions 1

Position Overview

The President is ultimately accountable to the entire full-time student body with respect to the day-to-day operations of the IGNITE Executive Team. The President is responsible for carrying out the advocacy directive of IGNITE, and ensuring the right plans and resources are in place to achieve the overall mission. As the chief spokesperson for IGNITE, the President maintains a positive profile in representing the collective values of the student body within the Humber and Guelph-Humber community, and to municipal, provincial and federal governments. The President is expected to maintain office hours of 35 hours per week for the duration of their term of office.

Responsibilities

Advocacy

- Plans and implements advocacy-specific strategies to achieve the mission, vision and values for IGNITE
- Manage all Vice-Presidents in the execution of advocacy initiatives
- Represents IGNITE and the student body at-large on Humber/Guelph-Humber committee meetings, and in discussions with Administration

Engagement

- Lead all student outreach initiatives.
- Host key IGNITE events; events take place during the day or evening
- Participate in IGNITE created campaigns and media

Strategy

- Long term strategic outlook on the IGNITE brand, purpose and functionality
- Research potential new IGNITE offerings that accomplish IGNITE's strategic initiatives

Governance

- Chairs all Executive Committee meetings
- Reports directly to the IGNITE Board of Directors

Relationship Management & Public Relations

- Represent IGNITE as the official spokesperson at various functions and events
- Main contact for all interviews with on-campus media; as well as participate in IGNITE's online communities

Administrative Duties

- Respond to e-mails, phone calls and online interactions from students, co-workers, reporters and external partners
- Signing authority for IGNITE – all cheques, contracts, official documents agreements, etc

Minimum Requirements

- Flexible and accessible for all Board meetings
- Excellent communication and interpersonal skills
- Must be observant and informed of the IGNITE Constitution, Policies and Procedures

Other Knowledge, Skills, and Abilities

- Organizational and time management skills
- Problem solving and decision making ability

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required by the organization.