



Unité de travail pour l'implantation de logement étudiant  
438 933-8381  
info@utile.org

JOB OFFER

# OUTREACH COORDINATOR

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## ABOUT UTILE

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UTILE is the leading nonprofit organization in Canada dedicated to the advancement of the issue of affordable student housing. Working in close partnership with student societies, the Montreal-based organization is bridging the knowledge gap on student living conditions, advocating at all levels of government, and developing affordable housing projects by and for students. Among its main accomplishments are three major survey projects, a 90-unit building that houses 140 students in Montreal, and the securing of major funding for student housing projects.

UTILE is also a small team of young professionals working in an organization that is organized around principles of innovation, well-being and efficiency.

More info about our work :

[utile.org](http://utile.org) | [woodnote.coop](http://woodnote.coop) | [likehome.info](http://likehome.info) | [pushfund.org](http://pushfund.org)

## MANDATE

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The main mandate of the outreach coordinator will be to **secure the participation of student societies throughout Canada in UTILE's next national survey** of student housing conditions. The Fostering Learning and Awareness on Student Housing (FLASH) survey will be the first national research project on student housing and will lead to significant advocacy opportunities. The outreach coordinator will collaborate with UTILE's student relations coordinator to approach and convince campus organizations to send the survey to their members (at no cost). This work can be accomplished in part or in full through telework, so location is not critical.

## TASKS

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- ▶ Develop new relationships with university-level student societies from coast to coast, with a focus on Ontario and British Columbia first;
- ▶ Present UTILE and the project to executive teams and student councils/boards;
- ▶ Answer questions and transmit unanswered questions and collected feedback to the project lead;
- ▶ Negotiate and close partnership agreements with the participating societies;
- ▶ Coordinate dissemination of the survey by participating unions, track answer rates and offer context-specific solutions to increase them if required;
- ▶ Document accomplished work on a cloud-based CRM and do whatever else is required to achieve project objectives.



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## QUALIFICATIONS

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- ▶ Outgoing and self-starter personality;
- ▶ Experience and understanding of student politics;
- ▶ Excellent written and oral communication skills;
- ▶ Ability to work from home and in cloud-based work environment;
- ▶ Ability to prioritize objectives and determine efficient outreach strategies;
- ▶ Spoken and written French, an asset;
- ▶ Interest for affordable housing development and advocacy, an asset.

## WORK CONDITIONS

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This is a temporary, part-time contract with flexible hours and a strong organization commitment to life-work (and study-work) balance.

- ▶ Expected workload of 20 to 25 hours per week;
- ▶ Flexible work schedule and results-based management;
- ▶ Hourly wage of 25 to 28\$/hr, depending on experience;
- ▶ Contract begins as soon as possible and ends on April 2<sup>nd</sup>, 2021, with a possibility of extension.

## HOW TO APPLY

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Please deposit your resume and motivation letter on our website at [utile.org/postes](https://utile.org/postes) before **October 31<sup>st</sup> 2020 at 5 PM ET**. We aim to fill the position as soon as possible and as such, **applications will be evaluated on a rolling basis**. If the position is filled before the expiration date, our website will be updated.

If you have any questions, you can write to [laurent@utile.org](mailto:laurent@utile.org).

Our organization is committed to equal opportunities for all. If you identify as a member of a marginalized community, you may let us know. In cases of equal competence, candidates belonging to one or more under-represented groups will be preferred. UTILE is also committed to ensuring a safe and efficient work environment for all by making adaptations as required.