

STAND GLOBAL ISSUES COORDINATOR

SUMMARY OF ROLE

STAND is a not-for-profit organisation, founded by Suas Educational Development, that celebrates the power of ordinary people to change the world. We want to see an Ireland in which every young person is an active global citizen. Our mission is to empower students across Ireland to solve the world's biggest challenges.

We are looking for 3 Volunteer Campus Coordinators to support the delivery of our 6 week Global Issues courses in **DCU, TCD, and UCD** in Spring 2019. The Coordinator will be the point of contact on their campus between the team in the STAND office, course facilitators and course participants. Campus Coordinators will gain professional work experience with an NGO in the international development sector, have the opportunity to work independently and take on responsibilities while also being supported from the Suas/STAND office, learn about Global Issues and meet new people.

MAIN RESPONSIBILITIES & DUTIES

Successful candidates will work primarily on the third level campus on which they are based. While on campus coordinators are asked to commit a minimum of 3-5 hours per week to the role and maintain weekly contact with the STAND Project Manager.

1. Be present in the Suas/STAND office in Aungier Street, Dublin 2 for initial half-day training;
2. Deliver a targeted promotions strategy to attract students from a range of disciplines including lecture announcements, handing out leaflets and putting up posters;
3. Assist with the sign up of 30 participants to the course and assist the STAND team to book rooms on campus;
4. Attend each session of the course & assist the facilitator as required i.e. meet & greet, room and presentation set up etc.;
5. Send weekly updates (attendance & level of participation and engagement of participants during session) to the STAND Project Manager;
6. Manage communications with facilitators and course participants;
7. Promote discussion between participants after each session via social media group;
8. Contribute to the course evaluation through the distribution and collection of session evaluation sheets and end-of-course coordinator meeting.

SECONDARY RESPONSIBILITIES & DUTIES

1. Develop and implement plans to raise awareness of STAND on campus with support from your STAND Project Manager

WHAT WE ARE LOOKING FOR

- Excellent planning and organisation skills
- Strong communication and interpersonal skills

TO APPLY

To apply, please complete our STAND Global Issues Coordinator [application form](#). Deadline for applications is Monday 14th January at midday.