Position Overview

The Director of Legacy & Internal Relations is responsible for the Legacy & Internal Relations division, undertaking uOSBC legacy initiatives, along with delegating tasks overseeing activities of the division Coordinators. The Director is responsible for facilitating all interaction and partnerships amongst potential stakeholders at the University of Ottawa and overseeing all legacy initiatives.

Duties and responsibilities

- Conduct weekly/monthly meetings for both Internal Relations and attend General Meetings
- Form partnerships with existing uOttawa clubs/societies/academic departments
- Manage all club apparel inquiries
- Plan and coordinate the role of the uOSBC during club fairs and orientation week
- Plan and deliver uOSBC Information Sessions throughout the year
- Create minimum one (1) legacy project for club promotion on campus
- Coordinate and oversee all other tasks delegated to the Internal Relations, Legacy & Sustainability team by the President

Qualifications

- Must be enrolled as a University of Ottawa student
- Experience with community relations is considered an asset

Skills

- Strong interpersonal skills are valued
- Comfortable with public speaking
- Ability to form strong relations with stakeholders
- Bilingualism is an asset
- Attention to detail and deadlines