



FROST STUDENT ASSOCIATION

Job Title: **FSA Director of Community Outreach**
Appointment Term: **September - April**
Reports to: **Frost Student Association Board of Directors**
Hours of Work: **10 hours per week**
Wages: **\$675.64 monthly honorarium**

To run for this position, you must be a full-time student registered with the Fleming College, Frost Campus for the 2024-2025 academic year.

The Director of Community Outreach shall:

- Act as a liaison between the FSA and Frost College Services
 - Diversity & Inclusion Services
 - Health Services
 - Accessible Education Services
- Act as support to the Indigenous Students Ambassador and International Students Ambassador; or act as a liaison with Indigenous Services and International Student Services in the absence of an ambassador (until position is filled)
- Act as liaison with Haliburton Campus
- Act as a liaison with external organizations (as needed)
- Organize and promote community-focused events, under the direction of the Board.
- Maintain the community bulletin board.
- Actively participate in the Board of Directors 's weekly meetings.
- Respond to emails in a timely manner.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Director’s annual activity, and provides suggestions for activities moving forward (this must be completed prior to receiving the last payment of honorarium)
- Perform other duties as prescribed by the President or the Board.