

Job Title:	AfroFest Coordinator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	Vice President Student Advocacy (VPSA) – Paramjot Singh Gogia
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Part Time
HR Contact:	General Manager – Maria Hamilton	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No

Applications Accepted By:

UWSA office – CAW Student Centre, Room 209
 Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654
www.uwsa.ca/about/uwsa-opportunities/

General Scope of Duties

ROLE

Reporting to the VPSA, the AfroFest Coordinator is responsible for delivering activities, events, and services that support the Black student experience and promote and celebrate Black equity on campus. The Coordinator must be committed and sensitive to supporting the needs of the Black student community. The Coordinator will develop, organize and implement all relevant programming events, including the African Diaspora Festival during Black History Month, likely in a virtual format. The Coordinator will develop community support, secure sponsorships, plan consistent events and activities throughout the year, book and organize talent, and recruit and manage volunteers. The Coordinator will assist in instigating change on campus to embrace and encourage a culture of understanding, openness, inclusion and acceptance.

DUTIES AND RESPONSIBILITIES

- Organize and promote events, initiatives and activities that bring awareness to, and promote the equity of, Black issues
- Organize all aspects of AfroFest activities
- Work with the Vice President Student Advocacy to create and promote regular educational awareness campaigns for Black issues
- Serve as a resource for students seeking information on issues faced by the Black community
- Maintain statistical records on service usage
- Promote and advertise AfroFest to the campus community
- Establish and maintain positive relationships with student groups, campus partners and community partners promoting Black issues
- Actively seek and secure sponsorship funding and logistical support through campus and community partners
- Recruit, hire, train and schedule all Ignite students and volunteers
- Record, track and submit Ignite student hours
- Coordinate, supervise and provide ongoing support to Ignite students and volunteers

- Fulfill any other duties as assigned by the VPSA

ACCOUNTABILITIES

- Organize consistent training for Ignite students and volunteers
- Defined by the VPSA, prepare weekly progress reports on activities and results and status of portfolio objectives, including budgetary reporting
- Maintain office hours on a weekly basis, as agreed upon with the VPSA
- Prepare a comprehensive transition manual before the end of their term, as defined by the VPSA

PREFERRED QUALIFICATIONS

- Member of the UWSA (full-time undergraduate student),
- Strong understanding and knowledge of general issues faced by the Black community
- Have a strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces
- Strong understanding of and commitment to inclusivity
- Knowledge of AfroFest or its history
- Experience working with AfroFest, similar cultural events, and Black History Month initiatives
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience supporting and supervising a team
- Strong analytical, problem solving, time management and organizational skills
- Verbal and written communication skills
- Strong administrative skills
- Experience with planning events
- Ability to work independently and in a team environment
- Outstanding fundraising and marketing abilities
- General knowledge of the UWSA

WORKING CONDITIONS

- Mentally exhausting at times
- May require the use of a vehicle
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus, as well as in virtual spaces accessible to University of Windsor students
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

JOB DESCRIPTION

AfroFest Coordinator



The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community.

This is not a University of Windsor position.