

JOB DESCRIPTION

Campus Pride Centre Coordinator



Job Title:	Campus Pride Centre 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 Campus Pride Centre Coordinator is responsible for the operations of the UWSA Campus Pride Centre, including all volunteers, resources and services provided. The Coordinator must be committed and sensitive to supporting the needs of the 2SLGBTQIA+ community. The Coordinator will ensure the Campus Pride Centre remains a safe space which is protected for all students and will assist in instigating change on campus to embrace and encourage a culture of understanding, openness, inclusion and acceptance.

DUTIES AND RESPONSIBILITIES

- Manage the operations of the Campus Pride Centre, including the budget, marketing and promotion, information provision, supplies and resources
- Organize and promote events, initiatives and activities that bring awareness to 2SLGBTQIA+ issues
- Work with the Vice President Student Advocacy to create and promote regular educational awareness campaigns for 2SLGBTQIA+ issues and demographics
- Serve as a resource for students seeking information on 2SLGBTQIA+ issues
- Promote and advertise the Campus Pride Centre to the campus community
- Maintain statistical records on service usage, as defined by the VPSA
- Responsible for developing and implementing service procedures, as needed
- Establish and maintain positive relationships with campus and community partners
- 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
- Schedule weekly operating hours for the service centre, as agreed upon with the VPSA
- Defined by the VPSA, prepare weekly progress reports on activities and results and status of portfolio objectives, including budgetary reporting

- Maintain consistent in-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 VPSS

PREFERRED QUALIFICATIONS

- Member of the UWSA (full-time undergraduate student)
- Have a strong understanding and knowledge of general 2SLGBTQIA+ issues
- Strong understanding of, and commitment to inclusivity
- Experience working with the Campus Pride Centre or similar programs supporting the 2SLGBTQIA+ community
- Have a strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces
- Demonstrates ability to maintain confidentiality
- 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
- Have a 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.

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.