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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Diversity Services Social and Political Advocacy Coordinator** |
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| **Term of Office:** | September 1 to April 30 (Summer Preparation Required) |
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| **Supervisor:** | Diversity Services Assistant Director |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 10 hours per week, variable hours in summer |

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| **General Scope of Duties** |
| The Social and Political Advocacy Coordinator is responsible for creating and implementing campaigns and workshops that seek to educate and raise awareness in the McMaster community. These events will be predicated on an anti-racist, anti-oppressive, and intersectional framework.  The advocacy work will be carried out in the form of large and small-scale educational campaigns, working closely with the Programming Coordinator(s) and the Resources Executive. The Social and Political Advocacy Coordinator will supervise a committee of volunteers who will work toward the implementation of these campaigns. In addition, the Social and Political Advocacy Coordinator will maintain partnerships with McMaster and community partners, and help establish Diversity Services amongst the broader Hamilton community. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory & Administrative Function | 25% | * Chair the Social and Political Advocacy Committee * Aid in hiring and training volunteers * Work with the executive team to coordinate volunteers for events * Support the volunteers of the committee * Understand and advocate the needs of racialized and religious McMaster students |
| Financial & Budgeting Function | 5% | * Develop a budget for the committee alongside the Assistant Director * Ensure that the budget for each event aligns with the service budget * Inform the Diversity Services Director and Assistant Director of all potential expenses * Retain any receipts indicating expenditure to ensure reimbursement |
| Advocacy Function | 50% | * Create and organize at least one educational campaign per term promoting multiculturalism, religious diversity, or indigenous affairs * Contribute to and manage Diversity Week programming * Work with the Promotions Executive(s) to develop detailed and creative promotional plans for campaigns * Work with the Resources Executive to ensure campaigns are relevant to current topics in social justice * Contribute to efforts in addressing student concerns surrounding experiences of marginalization and oppression |
| Communications Function | 10% | * Maintain communication with International Student Services, Human Rights and Equity Services, and the Chaplaincy Centre * Participate in at least one (1) PACBIC working group relevant to Diversity Services * Network with clubs, services, and community partners to find partners and promote campaigns and events |
| Other | 10% | * Provide regular updates to the Diversity Services Director and Assistant Director * Participate in executive meetings as scheduled * Support and attend Diversity events * Provide transition to the incoming Advocacy Coordinator * Other tasks as delegated by the Director or Assistant Director |

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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills * Strong interpersonal skills * Awareness and understanding of topics associated with Diversity Services * Strong communication skills * Event planning experience is an asset * Ability to lead a team and work with others to execute campaigns and workshops |

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| **Effort & Responsibility** |
| * Effort required to integrate various individuals and groups on campus so as to ensure an inclusive environment for all * Effort to think creatively * Effort required to plan and execute events * Responsible for maintaining an appropriate and positive image of the MSU |

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| **Working Conditions** |
| * Most work can be completed in a shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Event planning experience is an asset * Participation in all Diversity Services Training sessions required (provided) * Previous experience working in an anti-racist, anti-oppressive environment is an asset |

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| **Equipment** |
| * Use of Personal Computer |