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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Diversity Services – Indigenous Affairs Executive** |
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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:** | 8 hours per week, variable hours in summer |

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| **General Scope of Duties** |
| The Indigenous Affairs Executive is responsible for raising awareness of First Nations, Inuit, and Metis issues both within the McMaster Students Union and to the McMaster community at large. They will work with the Diversity Services Events Coordinators and various Indigenous student groups to plan events throughout the academic year. All programming will be built upon an anti-racist, anti-oppressive, and intersectional framework. The Indigenous Affairs Executive will collaborate with various campus and community groups to promote and create events related to Indigenous concerns. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Indigenous Programming & Event Planning Function  |  40% | * Organize at least one (1) event or campaign per term promoting indigenous affairs
* Contribute to Diversity Week programming
* Work alongside the Promotions Executive to develop promotional plans for events
* Work with the Diversity Services executive team and volunteers to generate ideas for events
* Assist with space bookings and other logistical items
* Confirm with the Director that appropriate event risk management forms have been submitted
* Collaborate with relevant Indigenous student groups on campus
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| Financial & Budgeting Function  | 5% | * Inform Diversity Services Director Assistant Director of any and all potential expenses related to the committee
* Work with the Director to develop a budget for their committee for the year
* Retain receipts related to expenditures to ensure reimbursement
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| Communications Function  | 30% | * Understand and advocate for Indigenous needs on campus
* Communicate with the MSU VP (Education) on how to push for and shape Indigenous priorities
* Participate in various Indigenous Student groups including, but not limited to, the McMaster Indigenous Student Community Alliance (MISCA) and/or the Council of Indigenous Studies Students and Alumni (CISSA)
* Work with various groups on campus to support Indigenous needs
* Provide regular updates to the Diversity Services Director and Assistant Director
* Participate in Diversity Services team meetings
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| Advertising & Promotions Function  | 15% | * Utilize the appropriate MSU departments in conjunction with the Promotions Executive to promote Indigenous events on campus
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| Other  | 10% | * Participate in at least one (1) PACBIC working group relevant to Diversity Services
* Support and attend Diversity events
* Participate in transition with the outgoing Indigenous Affairs Executive and provide transition for the incoming Indigenous Affairs Executive
* Other tasks as directed by the Director and Assistant Director
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| **Knowledge, Skills and Abilities** |
| * Time management skills and supervision experience is an asset
* Strong interpersonal skills required for conflict resolution and mediation
* Strong understanding of Canadian Indigenous communities
* Lived experience in Canadian Indigenous communities is an asset
* Event planning experience is an asset
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| **Effort & Responsibility** |
| * Effort required to integrate various individuals and groups on campus to ensure an inclusive environment for all
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| **Working Conditions** |
| * Shared office space
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Participation in all Diversity Services Training required (provided)
* Previous experience working with Indigenous peoples and familiarity with relevant issues
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