



MEMO

from the office of...

Pride Community Centre Coordinator

TO: Executive Board
FROM: Drew McLean & Miranda Clayton, PCC Coordinators
SUBJECT: Job Description Updates
DATE: February 5, 2019

Dear Executive Board,

In this memo I have summarized the necessary changes to the Executive Team Job Descriptions in preparation for 2019-2020 hiring. These changes have been informed by the operation of the PCC this year, and the larger changes to the service that have come with re-branding and restructuring. The below statements will be referred to throughout this memo.

Statement 1: “Aid the Coordinator and the rest of the executive team in the planning and execution of September and January training workshops.”

Added to all roles.

Statement 2: “Work with the Volunteer Coordinator ahead of the events to organize volunteers in a thoughtful and resourceful way.”

Added to roles planning events that volunteers will be attending (SPA and Events Coordinators).

Statement 3: “Complete space bookings, EOHSS forms, and other logistical duties in conjunction with the PCC Coordinator.”

Added to roles needing space bookings (SPA, Events, and Community Facilitation).

Changes to the Volunteer Coordinator position include renaming the position from “Volunteer and Training Coordinator” to “Volunteer Coordinator.” The rationale for this is that Training has always been a collective effort from all executive members, as some will have more knowledge and/or experience on certain topics—this should be reflected in the job descriptions. Consequently, Statement 1 has been added to all executive job descriptions. Furthermore, the removal of “monthly sessions” from the Administrative Functions for the Volunteer Coordinator was done as training only occurs twice (in September and January).

Changes to the Social and Political Advocacy (SPA) Coordinator position include the addition of Statement 1 about training, as well as “*Ensure that all training sessions follow anti-oppressive, positive space, anti-racist, and intersectional frameworks.*” Statement 2 was also added for volunteer engagement with SPA

events. One small additional change was the clarification of “Coordinator meetings,” changing it to “executive meetings.”

Changes to the Events Coordinator position involved the re-vamping of this role to more accurately reflect the PCC Operating Policy and recent re-structuring of the service. This position previously focused only on athletics and intramural sports events. While these are important events to have, focusing solely on this does not reflect what the PCC does, the work of the Events Coordinator, or acknowledge community events that we hold. The changes for this role involve expanding the events planned to “community events” which “include, but are not limited to, community building events, socials, sexual health events, educational events, and athletics events.” Partnering groups were also expanded to include “LGBTQ2SI+ clubs, EIO, and other MSU Peer Support Services” along with McMaster Athletics and Recreation. Statement 1, 2, and 3 were also added for congruity.

Changes to the Research and Resources position include the addition of, “*liaising with like-minded organizations in the Hamilton community to discuss and acquire resources*” as well as the specification of resources to include “*safer sex, sexual health, and trans-related resources.*” Our space should be mandated to provide these resources for LGBTQ2SI+ students at McMaster, and currently provides some of these already. Statement 1 was also added along with, “ensure that all training sessions follow anti-oppressive, positive space, anti-racist, and intersectional frameworks” to the Research Function.

Changes to the Community Facilitation Coordinator position include support and welcome groups being changed to the broader term “community groups.” The addition of Statement 1 and 3 were added for congruity with the rest of the roles.

Changes to the Promotions Coordinator position include the addition of Statement 1, and another statement mandating their weekly participation in executive team meetings to be congruent with the other job descriptions.

Thank you for considering these changes, I am excited to begin the hiring process for the next school year.

Sincerely,

Drew McLean & Miranda Clayton

(Incoming and Outgoing) Pride Community Centre Coordinators