|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

|  |  |
| --- | --- |
| **Position Title:** | **Pride Community Centre - Social and Political Advocacy Coordinator(s)** |
|  |  |
| **Term of Office:** | September 1 – April 30 (Summer Preparation Required) |
|  |  |
| **Supervisor:** | Pride Community Coordinator |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | 8 hours per week, variable summer hours |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Scope of Duties** | | | |
| The Social and Political Advocacy Coordinator(s) will be responsible for creating an inclusive and oppression free culture within the PCC through events, training, and advocacy. The Social and Political Advocacy Coordinator(s) will assist with the implementation of the two PCC campaigns: Mac Pride and Pride History Week. The role of the Social and Political Advocacy Coordinator(s) is to promote inclusion and diversity within and outside the PCC and ensure the complexities of intersecting identities are considered in all PCC initiatives, and by advocating to external organizations. The ideal candidate is familiar or will familiarize themselves with anti-oppression concepts, is dedicated to inclusion, and is self-motivated. | | | |
| **Major Duties and Responsibilities** | | | | | |
|  | | | | | |
| **Category** | | **Percent** | **Specifics** | | |
| Supervisory & Administrative Function | | 25 % | * Planning, designing, and implementing informational campaigns that seek to educate and raise awareness of LGBTQ2SI+ and equity-related issues to the McMaster student community. * Understand and advocate for the needs of LGBTQ2SI+ identified students. * Plan and implement events (1 event per month) related to LGBTQ2SI+ issues. * Complete space bookings, EOHSS forms, and other logistical duties in conjunction with the PCC Coordinator. * Aid the Coordinator, and the rest of the executive team in the planning and execution of September and January training workshops. * Work with the Volunteer Coordinator ahead of the events to organize volunteers in a thoughtful and resourceful way | | |
| Advocacy | | 30 % | * Organize two week-long initiatives during the year: Mac Pride and Queer History Week in collaboration with the Coordinator team. * Ensure that these initiatives are reflective of current social justice topics and the needs of the diverse LGBTQ2SI+ community. * Contribute to efforts that act to address student concern surrounding experiences of marginalization and oppression * Organize a LGBTQ2SI+ Students Feedback Forum in the second semester that collects feedback from the McMaster community about the inclusivity of PCC initiatives. | | |
| Communications Function | | 20 % | * Maintain communication with Human Rights and Equity Services. * Aid the Coordinator in reaching out to potential on-campus collaborators including: Diversity Services, WGEN, Maccess, SHEC, and MISCA. * Serve as the delegate from the PCC in various working groups and service consultations. * Liaise with like-minded organizations in the Hamilton community to discuss resources, and collaboration opportunities. * Participate in weekly executive team meetings. * Work with the PCC Coordinator, Promotions Coordinator, Collaborators or other involved parties to ensure that all events, initiatives, and collaborations of the PCC are accessible and inclusive whenever possible. * Create a transition report for the incoming Social and Political Advocacy Coordinator(s) in consultation with the PCC Coordinator | | |
| Advertising & Promotions Function | | 5 % | * Work with the Promotion Coordinator and the Coordinator to ensure that events, initiatives, and collaborations are being promoted and are reflective of the diverse LGBTQ2SI+ community at McMaster. | | |
| Financial & Budgeting Function | | 5 % | * Work with the PCC Coordinator to ensure that event budgets align with the service budget * Inform Coordinator of any and all potential expenses * Retain financial information to receive reimbursement from the Coordinator | | |
| Other | | 5 % | * Ensure that all training sessions follow anti-oppressive, positive space, anti-racist, and intersectional frameworks. * Attend all volunteer training sessions. * Be available for peer support shift coverage. * Other tasks as determined by the PCC Coordinator | | |
| **Knowledge, Skills and Abilities** | | | |
| * Awareness and understanding topics associated with the PCC (i.e. cissexism, transphobia, heteronormativity, homophobia, intersectionality, safe space, LGBTQ2SI+ identities) * Knowledge of LGBTQ2SI+ history and movements, and current social justice topics. * Ability to challenge dominant views. * Strong working knowledge of anti-oppressive practices, intersectionality and inclusion. * Leadership, and supervisory skills. * Strong communication and teamwork skills * Organizational and time management skills * Strong Interpersonal skills required for conflict resolution and mediation * Ability to coordinate and lead a team of volunteers to ensure successful completion of tasks | | | |

|  |
| --- |
| **Effort & Responsibility** |
| * Ability to function well with people in crisis. * Maintain confidentiality of all individuals accessing the PCC * Effort required to think creatively * Effort required to plan and execute events * Expected to interact closely with a group of volunteers |

|  |
| --- |
| **Working Conditions** |
| * Time demands may exceed stated hours of work. |

|  |
| --- |
| **Training and Experience** |
| * Past experience with the PCC is an asset * Event planning experience is an asset * Necessary training will be provided, and required |

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