

JOB DESCRIPTION

Campus Pride Centre Coordinator



Job Title:	LGBTQ+ Campus Centre Coordinator	Job Category:	UWSA
Department/Group:	University of Windsor Student's Alliance	Reports to:	Vice President Student Services
Location:	TBD		
Level/Salary Range:		Position Type:	Part –Time
HR Contact:	General Manager	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No
Applications Accepted By:			
UWSA office – CAW Student Centre Rm.209 (ph.) 519- 253-3000 ext.3600 E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654 www.uwsa.ca/about/uwsa-opportunities/			
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<p>ROLE</p> <p>The Coordinator is selected by UWSA in accordance with their bylaws, which govern the appointment of coordinators. The Campus pride Centre exists to provide a comfortable and secure environment, for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning and otherwise-identified individuals and allies on campus. The space allows LGBTQ+ individuals and their allies a forum to openly support, interact and discuss topics regarding gender and sexuality without judgement or bias in a space that is free from both physical and mental threat and harm. The space encourages the discussion, education and promotion of LGBTQ+ issues, advocacy, programming and outreach. The Centre Coordinator is responsible for the running of the centre and the supervision of the student volunteers and must be committed and sensitive to supporting the needs of the LGBTQ+ community.</p> <p>SPECIFIC ACCOUNTABILITIES</p> <ul style="list-style-type: none"> i) Responsible for the operating of the Campus Pride Centre ii) Educate and promote LGBTQ+ issues on campus through the use of theme weeks, speakers, forums, videos, centre library and other general educational tools iii) Plan and implement centre programming and events ii) Maintain a current lending library of relevant information for students; iii) Publish brochures, pamphlets, and posters, etc.; ii) Serve as a resource person for students seeking LGBTQ+ issues information iii) Train and supervise peer volunteers (intensive sensitivity training program) iv) Post and maintain centre office hours v) Collaborate with other campus groups and community services vi) Responsible for the recruitment of volunteers to the Centre vii) The coordinator must maintain frequent communications and reports to the VP Student Services. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be able to maintain in office hours per week • Must be able to complete 500 hours by end of year • Preference will be given to individuals within the community or allies and or advocates with relevant expertise and experience of the LGBTQ+ community. • People –person willing to work collaboratively with employees, volunteers and partners both within and outside the UWSA organization. • Well educated on the issues and concerns within and facing the LGBTQ+ community 			