



University Students' Council – Position Description

Position Title:	Ally Western Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	5-8 hours per week average, 10-15 hours during peak time
Term:	June 1 – April 30 th

OVERVIEW:

Encourage diversity and ensure that all students have the proper tools to respect and support each other's identities. In this role, you will coordinate training and programming for students and faculty who wish to be an Ally to those who face or discuss queer issues. You will celebrate campus diversity and oversee educational workshops on things like LGBTQ+ issues, gender identities, cultural competency, and mental health issues in collaboration with the Peer Support Centre.

DUTIES AND RESPONSIBILITIES:

- Responsible for coordinating Ally training workshops for Western faculty, staff and students. The Coordinator will be required to maintain an up-to-date schedule of all Ally workshops executed throughout the year.
- Organize and execute at least one Ally event per month.
- Responsible for the design and implementation of all promotional campaigns which will focus on the advocacy of acceptance, understanding and support of various committees.
- Design and research educational workshops including, but not limited to, LGBTQ issues, gender identities, cultural competency, and mental health issues, in tandem with other Peer Program coordinators.
- Maintain communication with Western University and USC bodies, including but not limited to: The Department of Housing and Ancillary Services, Student Development Center (SDC), Student Health Services (SHS), PrideWestern and the Affiliated Colleges.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Adhere to USC bylaws, policies and procedures; oversee the Ally Western programming budget.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.
- Other duties as set out by the Student Programs Officer.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Ally Western Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Ally Western Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish in the area of allyship. Strong organizational and time management skills are paramount to the success of these projects. The Ally Western Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In supervising the Executive Committee, the Ally Western Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Public Speaking:** The Ally Western Coordinator should be a dynamic and engaging presenter with the ability to build awareness, meaning, sensitivity and understanding around social identity issues.

TRAINING:

- The Ally Western Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- The Ally Western Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- Participate in the Peer Programs SafeTALK training.