



University Students' Council – Position Description

Position Title:	PrideWestern Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	3 - 5 hours per week average, 7 - 10 hours during peak time
Term:	May 1 – April 30 th

OVERVIEW:

Make the Western campus a place where everyone feels equally comfortable to be who they are. In this role, you will coordinate a variety of campaigns and educational resources promoting the acceptance of all students on campus, regardless of sexuality or gender identity. You will also work directly with executive members of the USC to ensure that all of our policies, procedures, promotions, and public statements promote messages that are inclusive and celebrate diversity.

DUTIES AND RESPONSIBILITIES:

- Ensure the USC does not promote or support homophobic or heteronormative attitudes, promotional materials, public statements, policies or procedures.
- Inform students of campus and community resources for LGBT students.
- Liaise with LGBT organizations within the London community.
- In collaboration with the Associate, Peer Programs, liaise between the USC and other Pride services on campus, including the Pride Library, the Department of Housing and Ancillary Services and the student representatives at the University's Affiliated Colleges.
- Organize and execute at least one Pride Western event per month.
- Work with the PrideWestern Executive Committee to plan and execute programming that raises awareness about the unique challenges facing the sexual and gender diverse community on campus.
- Identify issues facing sexual and gender diverse communities on campus.
- Develop advocacy goals aimed at creating a campus that is more aware and accepting of sexual and gender diversity.
- Engage with the wider campus community by facilitating open and reciprocal dialogue about issues relevant to sexual and gender diverse communities.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Oversee the PrideWestern programming budget.

- Adhere to USC bylaws, policies and procedures.
- 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.

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 PrideWestern 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 PrideWestern Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The PrideWestern Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Executive Committee, the PrideWestern 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.

TRAINING:

- The PrideWestern 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 PrideWestern Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.