



University Students' Council – Position Description

Position Title:	Allyship Network Coordinator
Supervisor:	Vice President Student Support & Programming
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:

The Allyship Network Coordinator encourages diversity and ensures 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 practice Allyship and learn more about what practicing Allyship entails. You will celebrate campus diversity and facilitate Allyship training to educate others on the tenants of Allyship and promote a safe, accepting, and inclusive environment. In addition to workshops, the Allyship Network Coordinator designs programming on campus such as workshops, panels, and booths to promote awareness and promote ways individuals can support marginalized groups on campus.

DUTIES AND RESPONSIBILITIES:

- Responsible for coordinating Allyship training workshops for Western faculty, staff and students. The Coordinator will be required to maintain an up-to-date schedule of all Allyship workshops executed throughout the year.
- Organize and execute at least one Allyship event per semester.
- Work in collaboration with the USC AVP Student Experience to conduct research for relevant policies.
- Sit as a member of the Political Advisory Committee (PAC).
- 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 an active working relationship with the AVP Peer Programs.
- Maintain communication with Western University and USC bodies, including but not limited to: The Department of Housing and Ancillary Services, Careers and Experience, Health and Wellness, Pride Western and the Affiliated Campuses.

- Responsible for the recruitment, selection and management of an Executive Committee.
- Oversee your coordinator budget.
- Work in collaboration with the AVP Student Experience to conduct research for relevant policies.
- Sit as a member of the Political Advisory Committee (PAC).
- 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 Allyship Network 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 Allyship Network 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 Allyship Network 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 Allyship Network 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 Allyship Network Coordinator should be a dynamic and engaging presenter with the ability to build awareness, meaning, sensitivity and understanding around social identity issues.
- It is necessary for the Allyship Network Coordinator to understand and learn about campus and community resources, and work with marginalized communities on campus.

TRAINING:

- The Allyship Network Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.
- The Allyship Network Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.