



University Students' Council – Position Description

Position Title:	Gender Equality Network Coordinator
Supervisor:	Vice President Student Support & Programming
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	5 - 7 hours per week average, 10 - 15 hours during peak time
Term:	June 1 st – April 30 th

OVERVIEW:

The role of the Gender Equality Network Coordinator is to educate Western University's campus on issues of gender equality and gender diversity by providing comprehensive and diverse educational programming through events, speaker series, conferences, and collaborative initiatives with various on-campus groups and community partners. Through an intersectional and feminist lens, GEN recognizes issues of gender equality and diversity as topical and relevant discussion for university campuses. GEN also makes active efforts to reach out to students of all genders to provide feminist resources in the community. GEN will liaise with other campus groups and organizations in London to create shared advocacy initiatives and programs to ensure that Western a welcome place for all.

DUTIES AND RESPONSIBILITIES:

- Establish relevant policies and programs, and execute events which help to eliminate gender-based barriers present at the USC and on Western's campus.
- Maintain communication with USC Coordinators, liaise with other campus groups, and collaborate with women's organizations in London to create shared advocacy platforms and programs.
- Organize and execute at least one GEN event per month.
- Assist the Vice President Student Support & Programming and AVP Peer Programs plan and execute UShe Programming for International Women's Day.
- Organize and execute Purple Sex programming in February in collaboration with the Arts and Humanities Students' Council and the Student Writer in Residence.
- Create a student environment that supports survivors of gender-based violence, works to reduce incidents of gender-based violence on the Western campus and educates the University community on the paradigm of gender-based violence.
 - i. Sit on the University's Sexual Violence Prevention Education Committee.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Maintain an active working relationship with the AVP Peer Programs.
- Oversee the Gender Equality Network 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:

- **Lived Experience:** Critical to the position of GEN Coordinator is an understanding, respect, and lived experience of gender-based concerns and issues.
- **Interpersonal Communication:** The GEN 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 GEN Coordinator will act as project manager for all the projects incumbent upon the GEN Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The GEN Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.
- **Group Facilitation:** In leading the GEN Executive Committee, the GEN 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.
- It is necessary for the GEN Coordinator to understand and learn about campus and community resources, and work with marginalized communities on campus.

TRAINING:

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