



University Students' Council of the University of Western Ontario  
*Position Description*  
**PRIDEWESTERN COORDINATOR**

**EFFECTIVE:** February 20, 2015

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: PRIDEWESTERN COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) The PrideWestern Coordinator promotes the equal treatment, understanding and acceptance of people of all sexual orientations on the University campus. PrideWestern Coordinator provides the USC and the student population with information about discrimination and harassment on the basis of sexual orientation through public education programs and campaigns.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Select and oversee the PrideWestern Executive Committee if the coordinator wishes to hire a committee.
- (2) Maintain regular, scheduled office hours in the Peer Support Centre
- (3) Liaise with LGBT organizations within the London community.
- (4) Liaise between the USC and other Pride services on campus, including the Pride Library, the Student Success Centre, the Department of Housing and Ancillary Services and the student representatives at the University's Affiliated Colleges.
- (5) Ensure the USC does not promote or support homophobic or heteronormative attitudes, promotional materials, public statements, policies or procedures.
- (6) Inform students of campus and community resources for LGBT students.
- (7) Organize and execute at least one Pride Western event per semester.
- (8) Develop and maintain content for Pride Western on the appropriate USC affiliated web pages.
- (9) Identify issues facing sexual and gender diverse communities on campus.
- (10) Develop advocacy goals aimed at creating a campus that is more aware and accepting of sexual and gender diversity.



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- (11) 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.
- (12) Engage with the wider campus community by facilitating open and reciprocal dialogue about issues relevant to sexual and gender diverse communities.
- (13) Develop online content for Concrete Speech so as to increase awareness of LGBT issues and advocacy priorities.
- (14) Oversee and submit the PrideWestern programming budget to the Vice President Internal prior to each event.
- (15) Conduct one research project throughout the year that addresses an issue or area of improvement that is of interest to the Coordinator that will provide student feedback and professional research to the USC within the Coordinators relevant area. Upon completion, the Coordinator will both use the acquired research to advocate to relevant parties on behalf of student interests as well as provide a research summary and brief to the Vice President Internal.
- (16) This research project will consist of a combination of both issue identification and policy research.
  - i. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.
  - ii. Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.
- (17) Adhere to USC bylaws, policies and procedures.
- (18) 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.

### **4.00 QUALIFICATIONS:**

- (1) **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.
- (2) **Project Management:** The PrideWestern Coordinator will act as project manager



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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.

- (3) **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.

### **5.00 TIME COMMITMENT:**

5.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week
- (3) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.
- (4) The PrideWestern Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

### **6.00 TRAINING/SUPPORT:**

- (1) The PrideWestern Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Resources Department.
- (2) The PrideWestern Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the PrideWestern Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.
- (4) The PrideWestern Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

### **7.00 LEARNING OUTCOMES:**



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- (1) The PrideWestern Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The PrideWestern Coordinator will develop the propensity and capacity to challenge discrimination based on sexual orientation through public education.
- (3) The PrideWestern Coordinator will develop project planning and event management skills.

### **8.00 COMMUNITY IMPACT:**

- (1) The PrideWestern network aims to provide a resource and support system for students with questions regarding Lesbian, Gay, Bisexual, Transgender, Transsexual, Queer, 2-Spirited, and Asexual (LGBTQQ2A) issues. The organization promotes awareness and advocacy on LGBTQQ2A issues brought about through public education programs and campaigns.
- (2) The PrideWestern Coordinator will work to foster a strong sense of involvement and shared participation among Executive Committee members in all portfolio endeavours.

### **9.00 EVALUATION:**

- (1) The PrideWestern Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
  - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

### **10.00 COMPENSATION**

- (1) The PrideWestern Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the PrideWestern Coordinator must:



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- i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the PrideWestern Coordinator must:
- i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
  - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

#### **11.00 SUPERVISION:**

- (1) Primary supervision: Vice-President Internal
- (2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources