

USC Indigenous Relations Committee 2021-22

Exec Position Descriptions

The Indigenous Relations committee addresses relevant Indigenous issues, as well as creates and promotes Indigenous programming on campus. Working with campus stakeholders such as clubs and Indigenous Services to plan Western's Pow Wow, create programming for Indigenous Awareness Week, and plan relevant awareness campaigns, we use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

The USC is seeking undergraduate students in the 2021/22 term to act as executive members on the Committee. These roles include Director of Events & Initiatives, Outreach coordinator, Events Commissioners, Cultural Advisor, Director of Communications, Social Media Commissioner, Graphic Designer, Photographer/Videographer, Financial Director

Director of Events & Initiatives

3-5 hours per week

The Director of Events & Initiatives will oversee the committee's planned events for the upcoming academic year; which involves managing an events team (working with the Outreach Coordinators and Cultural Advisor), scheduling, contacting necessary amenities, collaborative communication with students, other student bodies, clubs and external associations directly. This position works closely with the Indigenous Relations Coordinator and will bring creativity, organization and cultural sensitivity to meetings throughout the year. This person will act as a leader within the committee and look to coordinate all efforts from each position. Applicants must demonstrate strong time management, organization and leadership skills.

Outreach coordinator

3-5 hours a week

The Outreach Coordinator will serve as a liaison to external organizations and communities (i.e. Oneida, Muncee, Delaware), and communicate/coordinate events and planning. This position will work closely with the Cultural Advisor and look for partnerships with First Nations resources in the greater London area to help with events and initiatives. Like the Director of Events, it will also be the responsibility of the Outreach Coordinators to communicate with other student organizations and clubs for collaborative efforts. Strategic planning and outreach efforts will look to improve relations to the external community for the continued success of the committee. This position will also assist the Director of Events on the day of events, and with the effective planning of events.

Events Commissioners

3-5 hours a week

The Events Commissioners will organize and plan creative, comprehensive, and diverse educational and social programming with the Director of Events, and in collaboration with other groups on campus or in the community. Potential events include speaker series, conferences, mixers, socials, panels, and anything else that could promote Indigenous representation and awareness on campus

Cultural Advisor

3-5 hours a week

The Cultural Advisor will ensure all events, initiatives, and media involved with the committee will be correct and sensitive to the culture of Indigenous peoples. Working closely with the entire committee, it is important for this person to have strong communication and organizational skills. The role will also assume responsibility for Indigenous advocacy and policy development throughout campus; speaking on behalf of the committee for cultural regeneration and education. Research directed at current, past and future Indigenous issues will be essential to communicate these issues accurately with the student body and the UWO community. Applicants will display a profound knowledge of all Indigenous cultures across North America, especially those in the greater London area and southern Ontario.

Director of Communications

3-5 hours a week

"The Director of Communications will oversee the communications subcommittee (graphics, photo/video, and social media), facilitate subcommittee meetings, and provide support to the subcommittee's Commissioners. This position will work with USC Communications and subcommittee to establish an on-campus presence, online presence (Facebook, Instagram, USC website) and run awareness campaigns. Alongside this, this position works closely with the Indigenous Relations Coordinator and Cultural Advisor to ensure cultural sensitivity in media appearances. Applicants must demonstrate strong time management, organization and management. "

Social Media Commissioner

3-5 hours a week

The Social Media Commissioner will provide the committee with social media management (Twitter, Instagram, Facebook) and share content with the student body concerning Indigenous

issues & awareness, Indigenous programming, and promote USC events. This position will work closely with the Graphic Designer and will engage with Western Students through a variety of social platforms. The Director of Events and the Cultural Advisor will help to establish a significant online presence and develop a social media strategy aimed at making Indigenous initiatives known across campus. The Commissioner will work with the Director of Communications to develop a social media strategy, establish an online presence, increase engagement with students, and promote events & programming effectively.

Graphic Designer

3-5 hours a week

The Graphic Designer will produce informative and eye-catching graphics for various IRC needs, such as events, awareness campaigns, and social media posts. The Graphic Designer will work closely with the Social Media Commissioner to create content for social media awareness campaigns (Facebook, Instagram) and other resources such as infographics, flyers, pamphlets, etc. Applicants must be comfortable with creative software and familiar with Indigenous forms of art/design. Previous experience is recommended but not required.

Photographer/Videographer

3-5 hours a week

The Photography and Videography Commissioner will document IRC events and programming through photos and videos, share materials with the other communications commissioners, and help with social media awareness campaigns. Under the direction and collaboration with the Social Media Commissioner and Graphic Designer, the team will work together to create content that will engage students and increase awareness of Indigenous presence on campus. This position will also be at all events to take pictures and capture content.

Financial Director

3-5 hours a week

The Financial Director will oversee the Indigenous Relations Committee budget. The financial officer is responsible for allocation of funds toward events and initiatives throughout the year; working alongside the Director of Events and associated committee members. This position will help with the committee's budget, submit applications for funding (e.g. grants), research and suggest cost-effective options and alternatives for programming. A document will record spending and manage all financial endeavors.