



University Students' Council – Position Description

Position Title:	Gender Equality Network Coordinator
Supervisor:	Vice President Student Support & Programming
Remuneration:	Honoraria \$3000
Hours of Work:	5-8 hours per week average, 10-15 hours during peak time
Term:	August 1 st – April 30 th

OVERVIEW:

The Gender Equality Network (GEN) Coordinator is expected 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 on campus and in London to create shared advocacy initiatives and programs to ensure that Western a welcoming and intersectional space for all.

DUTIES AND RESPONSIBILITIES:

- With the support of a leadership team, develop programs, campaigns, and initiatives aimed at promoting gender equity on campus and in the local community, with an explicit commitment to equity, diversity, and inclusion.
- Maintain communication with USC Coordinators, liaise with relevant student groups, and collaborate with women's organizations in London to partner on advocacy priorities endorsed by the USC Executive and/or Council.
- Organize and execute at least two events per semester.
- Assist the Vice President Student Support & Programming and AVP Peer Programs in planning and executing US-She Programming for International Women's Day.
- Create a student environment that supports survivors of sexual and gender-based violence, works to reduce incidents of sexual and gender-based violence on the Western campus and educates the University community on the paradigm of sexual and gender-based violence.
- Responsible for the recruitment, selection and management of a leadership team, in consultation with the AVP Peer Programs.
- Maintain an active working relationship with the VP Student Support & Programming and AVP Peer Programs.

- In collaboration and consultation with the VP Student Support & Programming and VP University Affairs, work to build and maintain relationships with relevant departments of the University including: the Office of the AVP EDI; Housing and Ancillary Services; Equity and Human Rights Services; and other appropriate organizations within the University community.
- Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.
- Work in collaboration with the AVP Student Experience to conduct research for relevant policies.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Complete an interim and final report in compliance with the USC's Final Reports Procedure.
- Asks for help with projects and tasks where needed.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.
- Consult and support the work of the Peer Support Network.
- Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

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 leadership team 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 leadership team, 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.