

Team Structure Role Breakdown

Coordinator x 1 [Sim]

Internal Affairs Director

- Secretary

Finance Director

- Statistician & Finances Associate

Communications Director

- Social Media Organizer x 2
- Graphic Designer x 2

Advocacy Director

- Advocacy & Writing Associate x 2

Research Director

- Research & Writing Associate x 2

Outreach (Co-Directors) x 2

- First Year Representative

Events Director

- Events Associate x 3
- PrideLibrary Events Associate x 1

Please use the outline feature (three bulleted lines to your left hand side) to navigate this document easily. Otherwise, feel free to browse as you wish. We would love to have you; *please apply!* If you have any questions about the roles and responsibilities, please reach out.

Our Instagram @pridewesternusc

Our email:[prideusc@westernusc.ca].

Applications are due **Friday, October 6th, 2023, at 11:59PM EST.**

Internal Affairs Director

Unleash your innate leadership skills as PrideUSC's Internal Affairs Director—a role designed to bind the organization's internal dynamic into a harmonious unit, working towards the inclusive welfare of the LGBTQIA2SL+ community at Western University.

Role Responsibilities:

- Oversee the performance of directors, ensuring their growth and understanding of their roles.
- Monitor timelines and ensure that deliverables are met efficiently.
- Facilitate clear and timely communication between different portfolios and the Coordinator.
- Maintain a central form of communication for organizational updates.

Skills Beneficial to Have:

- Exceptional organizational and time-management abilities.
- Strong communication and interpersonal skills.
- Adeptness in conflict resolution and team management.

Conclusion:

If you're passionate about organizational efficiency and teamwork, and you have a vision for an inclusive university atmosphere, this role is your chance to make a significant impact.

All Humans Welcome to Apply!

Secretary

Step into the role of Secretary at PrideUSC and become the backbone of internal communication. You'll be under the portfolio of Internal Affairs, offering operational support to keep the organization's wheels turning smoothly.

Role Responsibilities:

- Use LettuceMeet to organize meetings
- Send out meeting reminders and keep track of minutes.
- Summarize progress reports for internal organizational use.
- Maintain a central hub for all communications within the team.

Skills Beneficial to Have:

- Attention to detail.
- Skilled in verbal and written communication.
- Proficiency in note-taking and summarization.

Conclusion:

If you have an eye for details and a passion for organizational effectiveness, your skills will be highly valued in this crucial role.

All Humans Welcome to Apply!

Finance Portfolio Director

Embrace financial stewardship as PrideUSC's Finance Director. Guide the organization's financial planning, from event budgets to sponsorships, enabling us to successfully execute projects like PrideBall.

Role Responsibilities:

- Allocate budget for events and programming.
- Assist in fundraising and sponsorship endeavors.
- Review contracts and other financial documents for compliance and suitability.

Skills Beneficial to Have:

- Financial planning and budgeting skills.
- Effective communication and negotiation abilities.
- Analytical skills for evaluating contracts and financial agreements.

Conclusion:

If you have a knack for numbers and a passion for community empowerment, this position offers a chance to combine those qualities in a meaningful way.

All Humans Welcome to Apply!

Statistician & Finances Associate

Merge statistical prowess and financial acumen as a Statistician & Finances Associate. Your role will span across analytical tasks that directly influence organizational decision-making.

Role Responsibilities:

- Conduct statistical analyses for reports, including UWO campus surveys.
- Assist the Finance Director in budgeting and other financial responsibilities.

Skills Beneficial to Have:

- Strong statistical analysis capabilities.
- Budgeting or financial planning experience.
- Proficiency in analytical software like SPSS or R.

This is a golden opportunity for those who love crunching numbers and making data-driven decisions to contribute to an inclusive campus environment.

All Humans Welcome to Apply!

Communications Portfolio Director

Become the voice and image of PrideUSC as our Communications Director. Amplify our reach and impact through compelling social media narratives and strategic marketing initiatives.

Role Responsibilities:

- Manage and oversee all social media accounts.
- Execute university-wide marketing campaigns for initiatives like the reopening of the PrideLibrary and PrideBall, as well as our other initiatives.
- Educate the student body about PrideUSC's mission, vision, and activities.

Skills Beneficial to Have:

- Strong written and verbal communication skills.
- Experience in digital marketing and social media management.
- Creative thinking and problem-solving abilities.

Conclusion:

If you're an articulate communicator with a flair for creative storytelling, seize this platform to resonate with an audience that's eager to listen.

All Humans Welcome to Apply!

Social Media Associates x 2

Join us as a Social Media Associate and become the driving force behind our vibrant online presence. You'll have the opportunity to shape how PrideUSC connects with our community on various platforms.

Role Responsibilities:

- Maintain social media channels with regular posts.
- Respond to inquiries and moderate comment sections.
- Coordinate potential collaborations and requests with the Outreach Director.

Skills Beneficial to Have:

- Some experience in social media management, or customer service based jobs.
- Strong written and verbal communication skills.
- Good organizational and multitasking abilities.

Conclusion:

If you're social media savvy and are passionate about community engagement, this role offers an exciting opportunity to make a difference.

All Humans Welcome to Apply!

Graphic Designer x 2

Unveil your creative genius as a Graphic Designer with PrideUSC. Create the visual elements that define our identity, from logo designs to internal merchandise.

Role Responsibilities:

- Design all visual media, from logos to event promotions.
- Create internal merchandise, ensuring it embodies the spirit of PrideUSC.

Skills Beneficial to Have:

- Proficiency in graphic design software, or visual arts background.
- Strong visual and artistic sensibilities.
- Good communication skills for understanding and implementing design requirements.

Conclusion:

If you have a keen eye for design and a desire to impact the community, your creativity awaits its canvas here.

All Humans Welcome to Apply!

Advocacy Portfolio Director

Step into the powerful role of Advocacy Director to bring about tangible change. Spearhead initiatives that affect the student body directly, enhancing the inclusiveness and vibrancy of our campus.

Role Responsibilities:

- Plan and execute new peer programming and execute new potential campus-wide services.
- Work to maintain and update existing initiatives such as queer programming at the Rec Centre.

Skills Beneficial to Have:

- Strong leadership and organizational skills.
- Passion for advocacy and social justice.
- Good public speaking and presentation abilities.

Conclusion:

If you're driven by making a lasting impact through advocacy, this role will serve as your megaphone to the world.

All Humans Welcome to Apply!

Advocacy & Writing Associate x 2

Join us as an Advocacy & Writing Associate and become the pen that articulates our mission. Support our Advocacy Director while adding depth to our communications and campaigns.

Role Responsibilities:

- Assist in writing materials like reports, event summaries, and some social media content.
- Support the Advocacy Director in planning and executing initiatives.

Skills Beneficial to Have:

- Strong written communication skills.
- Interest in advocacy and social issues.
- Teamwork and organizational skills.

Conclusion:

If you wish to contribute both in action and words, your skills will be a valuable asset in building a more inclusive campus environment.

All Humans Welcome to Apply!

Research Portfolio Director

As the Research Director at PrideUSC, you'll be at the helm of creating informative and impactful reports that can shape the future of LGBTQIA2SL+ initiatives on campus.

Role Responsibilities:

- Oversee the completion of four major reports targeted towards the student body and USC, which will inform potential USC changes of services and spaces for students on campus.
- Work on informational campaigns such as Trans Day of Remembrance.
- Collaborate with campus news organizations and internal communications for updates on current events.

Skills Beneficial to Have:

- Strong research and analytical skills.
- Excellent written communication.
- Ability to collaborate effectively with multiple stakeholders.

Conclusion:

If you are passionate about unearthing insights that drive change, this role offers you the platform to make a meaningful impact.

All Humans Welcome to Apply!

Research & Writing Associate x 1

Join the research team as a Research & Writing Associate. Your role is crucial in supporting the Research Director in the creation of reports and insights that shape the LGBTQIA2SL+ narrative on campus.

Role Responsibilities:

- Assist in the writing and creation of major reports.
- Support the Research Director in other research-based duties.

Skills Beneficial to Have:

- Excellent writing and proofreading skills.
- Basic understanding of research methodologies.
- Ability to manage deadlines and work in a team setting.

Conclusion:

If you have a love for research and writing, this position offers you a chance to blend both in a deeply rewarding context.

All Humans Welcome to Apply!

Outreach Portfolio Co-Directors (Internal and External)

Become an Outreach Co-Director to build bridges both within the university and beyond. You'll be instrumental in fostering relationships that help PrideUSC reach new heights.

Role Responsibilities:

- For Internal Outreach: Collaborate within USC services, peer programming, Res-Sophs, and Faculty Sophs.
- For External Outreach: Partner with organizations outside of campus for mutual benefits, potential speakers, and potential sponsorships.

Skills Beneficial to Have:

- Strong networking skills.
- Excellent verbal and written communication.
- Time-management and organizational abilities.

Conclusion:

If you are a connector at heart and relish building partnerships, this portfolio offers you the scope to bring the community together in unprecedented ways.

All Humans Welcome to Apply!

First Year Representative

As the First Year Representative, you're the vital link between the freshman class and PrideUSC's activities.

Role Responsibilities:

- Act as a liaison between first-year resident students and PrideUSC.
- Communicate effectively with Res Sophs, Fac Sophs, and PrideUSC to ensure seamless program delivery.

Skills Beneficial to Have:

- Strong communication skills.
- Approachable and empathetic nature.
- Basic organizational skills.

Conclusion:

If you are a first-year student looking to make an immediate impact, this role offers a unique opportunity to get involved and make a difference right from the start.

All Humans Welcome to Apply!

Events Portfolio Director

Step into the limelight as PrideUSC's Events Director. From grand celebrations like PrideBall to intimate meet-ups, you'll set the stage for community-building moments.

Role Responsibilities:

- Oversee major events and collaborations, such as PrideBall.
- Handle logistics, including venue, performers, food, and general production arrangements.

Skills Beneficial to Have:

- Event planning experience.
- Strong organizational and multitasking skills.
- Ability to lead and manage a team.

Conclusion:

If orchestrating events that bring people together excites you, this role provides the stage for your talents.

All Humans Welcome to Apply!

Events Associate x 3

PrideLibrary Events Associate x 1

As an Events Associate, become the support system that brings our events to life, whether it's PrideBall, new events introduced this year, or the PrideLibrary activities.

Role Responsibilities:

- Assist the Events Director in planning and executing events, with more responsibility on smaller events throughout the year.
- PrideLibrary Events Associate will focus on book club meetings and ensuring ethical representation in the library.

Skills Beneficial to Have:

- Good organizational skills.
- Teamwork and communication abilities.
- Basic knowledge of event logistics.

Conclusion:

If you enjoy the intricacies of event planning and wish to contribute to the community in a celebratory manner, these roles are your calling.

All Humans Welcome to Apply!

These positions offer you not just a chance to contribute to a more inclusive, empathetic, and vibrant campus but also an opportunity to grow as leaders, creators, and advocates.

Each role is a commitment to bettering the lives of the LGBTQIA2SL+ community at Western University. We invite you to be part of this transformative journey.