

## **Pride USC Position Descriptions for 2022-2023**

Applications are due **Tuesday, September 20th 2022, at 11:59pm.**

No previous experience is required, but all positions require passion for 2SLGBTQIA+ justice and liberation with an understanding of intersectionality. As well, there is an expectation to attend all meetings and PrideUSC-organized events (with flexibility based on individual circumstances).

Positions are listed below, with the number of available positions in parentheses.

## ***Non-portfolio Positions***

### **First-Year Associate (3)**

First Year Associates will be responsible for educating themselves about 2SLGBTQIA+ issues and needs, and will be provided with opportunities to assist different portfolios throughout the year. This is a role suited for first year students looking to get more involved and learn. No experience or particular skill set is needed, just a passion for 2SLGBTQ+ advocacy.

### **Community Outreach Director (1)**

The Community Outreach Director will be responsible for connecting with local organizations off-campus to remain active in the London community. They will also seek out off-campus volunteer opportunities, and volunteer and/or work opportunities suited for 2SLGBTQIA+ students. Finally, they will work with the Student Outreach Director to help connect with student-led groups from other universities and colleges. They may also work closely with the Communications Portfolio. This position requires communication, organization, and collaboration skills, as well as a passion for working with and for the community, and basic knowledge of the London community.

### **Student Outreach Director (1)**

The Student Outreach Director will be responsible for connecting with students, other Peer Programs, clubs, the Affiliates, and the University Students' Council. They will look for opportunities to collaborate with other student-led groups, including working with the Community Outreach Director to connect us with those from other universities or colleges. They may also work closely with the Communications Portfolio. This position requires communication, organization, and collaboration skills, and basic knowledge of student groups at Western and the Affiliates.

### **Finance Director (1)**

The Finance Director will be responsible for working with the PrideUSC Coordinator and other portfolios to oversee the budget, allocate funds across different events and initiatives, apply for grants, and work with the Outreach Portfolio to find and help other 2SLGBTQIA+ student-led groups, both on and off campus, in applying for funding and grants. The Finance Director may also work with the Advocacy and Research Portfolios in identifying what projects may need more funding, and what student-led groups to reach out to. Experience in budgeting and finance (can be as simple as cash handling in retail or fast-food, or experience budgeting your own tuition, rent, etc.) strongly recommended, but not required. This individual may also hold an associate position in another portfolio, which they can choose after they have accepted the position of Finance Director, and does *not* require a separate application.

## ***Research Portfolio***

### **Research Director (1)**

The Research Director will be responsible for determining and conducting research on the needs of 2SLGBTQ+ students in the Western community. This includes data review and analysis of the 2021 PrideWestern General Survey, designing new projects, and overseeing the research for social media posts and campaigns. The Research Director will also assist in the implementation of proposed solutions from last year's Queer-Friendly Rec Centre report. The Research Director will delegate tasks to their Associates, serve as a line of communication between the Research Portfolio and the Coordinator, and work closely with the Advocacy Director to select research topics. This position requires an understanding of data analysis (especially with survey data), report writing, and research methods; and leadership, communication, and teamwork skills.

### **Research Associate (4)**

Research Associates will be responsible for conducting research for social media posts and campaigns, assisting in data review and analysis of the 2021 PrideWestern General Survey, and report writing. They will also work with the Advocacy Portfolio to determine and write up policy recommendations based on their research. This position requires both an interest in research and advocacy as well as strong teamwork, reading comprehension, and writing skills.

## ***Advocacy Portfolio***

### **Advocacy Director (1)**

The Advocacy Director will be responsible for identifying key areas of interest or concern which need to be addressed by PrideUSC, the USC, Western University and the Affiliates, and/or the City of London. This will be achieved through close collaboration with the Research Director. The Advocacy Director will also be fundamental in formulating policy recommendations based on gathered research and areas of focus for advocacy campaigns and events (in collaboration with other portfolios). This position requires strong analytical, communication, advocacy, and teamwork skills.

### **Advocacy Associate (4)**

Advocacy Associates will be responsible for formulating ideas and solutions to increase the inclusivity and safety on campus for 2SLGBTQIA+ students, and will assist in collecting community and campus resources for 2SLGBTQIA+ students. They will also assist the Advocacy Director in formulating policy recommendations based on research from the Research Portfolio, and determining areas of focus for advocacy campaigns and events. This position requires an interest in advocacy, and strong teamwork, organizational, and problem-solving skills.

## ***Communications Portfolio***

### **Communications Director (1)**

The Communications Director will be responsible for overseeing PrideUSC's social media and content creation, maintaining our online presence, growing our platform, writing captions and statements when necessary, and facilitating conversations with students, clubs, and/or other organizations that occur over social media. The Communications Director must have a decent understanding of various social media platforms, strong communication and writing skills, leadership and organizational skills, and a creative mind. Photography, videography, and graphic design skills are helpful, but not required.

### **Communications Associate (3)**

Communications Associates will assist their Director in content creation, including transforming research and ideas into digestible language for social media, writing captions and statements, collaborating with the Advocacy and Research Portfolios to brainstorm ideas for campaigns and posts, and working closely with the Outreach Portfolio should they need assistance in writing. This position is for someone who works well with others, has strong writing and communication skills, and who is creative. Photography and videography skills are not required but are helpful.

### **Graphic Designer (2)**

Graphic Designers will be responsible for creating visual content for our social media platforms. They will transform content planned out by the Communications Associates into fun, aesthetically pleasing, and digestible graphics. This position requires creativity, knowledge of social media platforms, graphic design skills and an understanding of tools such as Canva or Photoshop. Photography and videography skills are not required but are helpful.

## ***Events Portfolio***

### **Events Director (1)**

The Events Director will be responsible for the planning and facilitation of both virtual and in-person events, such as a memorial for the Trans Day of Remembrance, Pride Ball, and monthly discussion groups. The Events Director will also oversee their Associates, and should be comfortable delegating tasks. The Events Director is expected to be present to run their events and will be responsible for collecting feedback of their events in order to improve for the future. This position requires strong communication, organizational, planning, creative, and teamwork skills.

### **Events Associate (6)**

Events Associates will support the Events Director in planning and executing virtual and in-person events, and in creating and reviewing feedback surveys for each event. Events may include the Trans Day of Remembrance, Pride Ball, etc. Associates are generally expected to be present for and helping run events. This position is for someone who enjoys working with a team, has an interest or passion for event planning, and is strong in organization, time management, creativity, and communication.