



University Students' Council – Position Description

Position Title:	PrideUSC Coordinator
Supervisor:	Vice President Student Services
Remuneration:	\$18/hour
Hours of Work:	10 hours per week average
Term:	September 1 – April 30 th

OVERVIEW:

The PrideUSC Coordinator is expected to facilitate programming and initiatives that promote the inclusivity and acceptance of all genders and sexualities amongst the student body. As well, the Coordinator will develop a variety of campaigns and educational resources dispelling misunderstandings related to gender and sexuality. Finally, you will work with the USC Executive to ensure the organization's work is intersectional, inclusive, and equitable.

DUTIES AND RESPONSIBILITIES:

- With the support of a leadership team, organize campaigns, programs, and initiatives to educate students on campus and community resources for LGBTQIA+ & 2S students; organize discussion and support groups; host educational workshops and training sessions; and provide informative and engaging programming.
- Consult and liaise with LGBTQIA+ & 2S on campus; within the London community; students; and the USC Executive in all programming.
- In collaboration and consultation with the VP Student Services and VP University Affairs, engage with the Pride Library, the Office of the AVP EDI, Department of Housing and Ancillary Services, and other university bodies that play a role in the student experience of LGBTQIA+ & 2S students.
- Organize and execute at least two PrideUSC initiatives per month.
- Develop advocacy goals aimed at creating a campus that is intersectional and welcoming of sexual and gender diversity, and share these recommendations with the VP Student Services through an annual report.
- Maintain an active working relationship with the VP Student Services and AVP Student Services.
- Consult with the VP Student Services and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Responsible for the recruitment, selection and management of a leadership team in partnership with the AVP Student Services.
- Contribute to the budgeting and event proposal process with the AVP Student Services for all portfolio initiatives.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Services.
- 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 Services.

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 Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

- Lived Experience: Critical to the position of PrideUSC Coordinator is an understanding, respect, and lived experience of LGBTQIA+ & 2S concerns and issues.
- Interpersonal Communication: The PrideUSC 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 PrideUSC 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 PrideUSC Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- Group Facilitation: In leading the leadership team, the PrideUSC 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 PrideUSC Coordinator to understand and learn about campus and community resources, and work with marginalized communities on campus.

TRAINING:

- The PrideUSC Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Services and the USC Human Resources Department.
- The PrideUSC Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.