

PRIDEUSC Job Descriptions 26/27



Coordinator: Denelle Campbell

Role Breakdown

LEADS (3 roles, 4 spots)

- Events x 1
- Education x 1
- Communication Co-Leads x 2

Members (4 roles, 5 spots)

- First year x1
- Externals x1
- Events x 2
- Education x1

Total: 10 people (4 leads, 5 committee members) (and one coordinator :D)

Responsibilities:

- Available to meet weekly / bi-weekly (~1 hour)
 - Will be an active and enthusiastic facilitator of Pride USC initiatives on campus.
 - Will be present at Pride USC events to help run them successfully when they occur.
 - Will be respectful, collaborative, and responsible on the committee and at Western.
 - Work collaboratively with the Pride USC Coordinator who oversees the program.
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ROLE	JOB DESCRIPTION
EVENTS COMMITTEE	

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Events Lead x1	Role Responsibilities: • Plan, facilitate and lead both virtual and in-person events • Oversee and attend major events and collaborations, such as PrideBall • Handle logistics, including venue, performers, food, and general production arrangements through collaborations with other portfolios Beneficial Skills: • Event planning experience • Strong organization and multitasking • Ability to lead and manage a team • Strong communication Conclusion: This position is ideal for someone creative who has strong organization and communication skills, who is comfortable supervising and directing others. <i>Everyone is welcome to apply!</i>
Events Committee Member x2	Role Responsibilities: • Support the Events Lead in planning and executing events • Create, review and summarize feedback surveys for each event, communicating the data with the Advocacy and Research portfolios Beneficial Skills: • Good organizational • Strong teamwork and communication • Basic knowledge of event logistics Conclusion: This position is ideal for someone creative who has strong organization and communication skills, and prefers to work under the supervision of a Committee Member. <i>Everyone is welcome to apply!</i>
COMMUNICATIONS COMMITTEE	
Communications Co-Lead x2	Role Responsibilities: • Manage and oversee social media accounts (Instagram, Tiktok)

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	• Execute university-wide marketing campaigns for initiatives like PrideBall • Collaborate with <i>Education and Awareness Portfolio</i> to educate the student body about PrideUSC's mission, campaigns and activities • Coordinate potential collaborations and communication initiatives with the <i>First Year Representative</i>. • Promote and Document events and initiatives • Monitor social media for trends or ideas to increase content and engagement - Engage with other USC Portfolios/Western Clubs/Western Orgs (ex. WesternEDI) through commenting and reposting content Beneficial Skills: • Strong written and verbal communication • Experience in digital marketing and social media management • Creativity and problem-solving • Proficient in Tiktok, Instagram, Outlook and Canva (or other graphic design software of choice) Conclusion: This position is ideal for somebody articulate and creative, who is passionate about social media engagement and possess leadership skills crucial for overseeing portfolio members. <i>Everyone is welcome to apply!</i>
First Year Representative x1	Roles Responsibilities: - Represent and advocate on behalf of first year students and help facilitate their feedback - Give recommendations and insights to all portfolios based on findings from peers or personal experiences - Facilitate the creation and execution of first year specific communications (ex. Posters in Dorms) - Communicate and follow directions of Communication Lead(s) Beneficial Skills: • Strong conversational skills • Experience in digital marketing and/or content creation • Creativity and problem-solving • Proficient in Tiktok, Instagram, Outlook and Canva (or other graphic design software of choice) Conclusion: This position is ideal for a first year student with excellent initiative who is friendly, comfortable speaking with peers and

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	promoting events within channels exclusive to first year students! Who is articulate, creative, and prefers working under the supervision of a Committee Leader. Everyone is welcome to apply!
Externals Representative x1	Role Responsibilities: • Research people/clubs/organizations PrideUSC should contact to explore potential collaborations • Facilitate collaboration between other USC portfolios and Western/Affiliate Clubs • Maintain general awareness of events/programs/opportunities being facilitated within the Western / London Community that PRIDEUSC can promote to students • Working closely with communications leads to find creative ways to engage students with 2SLGBTQ+ resources and promote opportunities for involvement on and off campus • Communicate and follow the directions of Communication(s) Lead. Beneficial Skills: • Skilled Researcher • Strong conversational skills • Strong written and verbal communication • Proficient in Tiktok, Instagram, Outlook and Canva (or other graphic design software of choice) • Ability to prioritize tasks Conclusion: This position is ideal for an individual with excellent initiative, who is a self motivated and proficient researcher who wants to help bridge the gap between Western/London and PrideUSC and prefers working under the supervision of a Committee Leader. Everyone is Welcome to Apply!
EDUCATION AND AWARENESS	
Education and Awareness Lead *The Education & Awareness portfolio is in charge of the “service”	Role responsibilities • Organizing educational on-campus booths (for UCC atrium) • Curating educational social media campaigns (to be designed and posted by the Communications portfolio),

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aspect of PrideUSC (which is the only USC portfolio that is both events and services based).	• Advising <i>Events portfolio</i> on how best to incorporate educational and awareness elements into our events • Brief report writing after every major initiative • Designing any student surveys/inquiries and reviewing the results Beneficial Skills • General understanding of intersectionality • Strong written and verbal communication • The ability to convey complex topics in an accessible way • Strong collaboration • The ability to both prioritize and delegate tasks as required. Conclusion: This position is ideal for someone passionate about social justice, driving meaningful change, with strong analytical skills, the ability to work effectively with multiple portfolios and keep track of the information they obtain. It requires an understanding of intersectionality, strong leadership and communication skills as well as the ability to prioritize and delegate tasks as required. Everyone is Welcome to Apply!
Education and Awareness Committee Member x 1	Role Responsibilities • Supporting Committee lead with ◦ Organizing educational on-campus booths (for UCC atrium) ◦ Curating educational social media campaigns (to be designed and posted by the Communications portfolio), ◦ Advising Events portfolio on how best to incorporate educational and awareness elements into our events ◦ Brief report writing after every major initiative ◦ Designing any student surveys/inquiries and reviewing the results Beneficial Skills • General understanding of intersectionality • Strong collaboration • Strong written and verbal communication • The ability to convey complex topics in an accessible way • Strong collaboration Conclusion:

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	This position is ideal for someone passionate about social justice with strong analytical and research skills who is confident about endorsing and uplifting the voices of a community under the supervision of a Committee Leader. It requires an understanding of intersectionality, strong communication skills as well as the ability to prioritize tasks as required.
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