

## JOB DESCRIPTION

### **PRIDE OFFICE COORDINATOR – UVIC PRIDE COLLECTIVE**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Pride Office Coordinator for the University of Victoria Pride Collective

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports to the UVic Pride Collective and to the University of Victoria Students' Society through the Constituency Groups Director and/or Executive Director.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### **DUTIES:**

The Pride Office Coordinator shall:

1. Supervise the person/s hired for the Work Study position together with the elected UVic Pride Collective Coordinators;
2. Uphold and make available the UVic Pride Collective Constitution and Bylaws and all current policies. Develop (update, review, clarify, draft) these core documents as necessary;
3. Organize and participate in Collective and General Meetings and ensure that meeting minutes are taken and posted after the meeting;
4. Organize projects and events relevant to the mandate, in collaboration with the Pride Collective;
5. Provide advocacy for queer persons on campus and in broader communities, in collaboration with the Pride Collective;
6. Recruit and coordinate volunteers for the conduct of initiatives relevant to the mandate, in collaboration with the Pride Collective;
7. Maintain and make available a current list of community resources and supports for reference and referrals;
8. Support volunteers with the organization and maintenance of the Pride library as necessary;
9. Assist the Resource Coordinator to collect and develop resources for the Pride Centre;
10. Work with Collective members and the Advocacy relations committee representative to establish and maintain relationships between UVic Pride and other advocacy groups on campus and in the broader communities;
11. Serve as a resource person for committees, volunteers, and project leaders;
12. Check and respond to e-mails, phone messages, and postal mails, and manage communication channels (mailing list, social media accounts, website, posters, newsletters, etc.) along with the elected coordinators;;
13. Develop job description, work plan, train, supervise and evaluate Work Study staff along with the Collective Coordinators;
14. Organize maintenance as needed to ensure the office space is accessible, clean, and welcoming;
15. Maintain regularly scheduled office hours;

16. Ensure that UVic Pride committees, volunteers and project leaders have access to materials and space required for their dedicated activities;
17. Work to create safer spaces within the office and at events in collaboration with the Safer Space Coordinator, and;
18. Perform other duties as required by the UVSS Executive Director or Pride Collective.

**QUALIFICATIONS:**

1. Minimum one year experience working and/or organizing within a social justice environment.
2. Experience in an organizing or leadership capacity involving advocacy or activism
3. Strong understanding of and demonstrated commitment to anti-oppressive and inclusive organizing and practices.
4. In depth knowledge and understanding of and commitment to working against all forms of oppression and marginalization
5. Ability to articulate what a safer space might look like and have strategies for upholding a safer space
6. Demonstrated commitment to upholding the values within Pride's Constitution and policies, especially the Anti-Oppression and Anti-Racism Policy
7. Understanding of the implications of organizing on stolen Indigenous lands and a demonstrated commitment to anti-colonial practices and values
8. An understanding of internalized oppressive values and how they affect safer spaces.
9. Demonstrated ability to organize, prioritize and ensure projects reach completion.
10. Ability to effectively work within a collective and independently.
11. Demonstrated understanding of collective-based decision making and experience with facilitating collective conversations
12. Excellent written and verbal communication and interpersonal skills.
13. Experience working with a computer (orientation to Mac OS X and Microsoft Office will be provided)

This is a temporary job filled by a term employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

This position is restricted to self-identified queer and/or trans\* people (refer to Charter of Rights and Freedoms, Article 15, subsection 2). UVic Pride works to create spaces that are inclusive, respectful and welcoming. Discussion of accommodations required for employment is welcomed. Training and resources on anti-oppressive practice and inclusive language will be organized or provided as needed.