



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

STUDENT HELP & ADVOCACY CENTRE - EDUCATION & EVENTS COORDINATOR

The Student Help and Advocacy Centre (SHAC) is a student-run advocacy and referral office that provides a safe space to assist students in a confidential and compassionate manner to provide them with the information they need. SHAC strives to eliminate discrimination against people facing all forms of oppression, as well as the stigma of asking for help through working with an empowerment model.

The SHAC Education & Events Coordinator plans various human rights events that take place across campus and works with other student organizations to hold these events. The primary events are: Queer Identities Week, December 6th Day of Remembrance and Action on Violence Against Women, Black History Month and Human Rights in an International Context. This position is responsible for ensuring the logistics of events are covered, while often also facilitating the content of the events.

Term	Summer 2017 – 25 Flex Hours August 28 to December 8, 2017, 15 weeks January 8 to April 6, 2018, 13 weeks
Hours	15 hours per week, 420 hours total <i>(average hours can vary based on programming and time of year)</i>
Wages	\$5,406 (includes vacation pay)
Immediate Supervisor	SHAC Coordinator
Executive Supervisor	Vice President Academic

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity/anti-oppression, CSA policy and bylaws, etc.,
- Required to attend a full day of SHAC specific training
- Required to receive 5 hours of one-on-one training at minimum wage
- Required to provide 5 hours of one-on-one training to the new incoming Coordinator at the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the SHAC Education & Events Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

SUMMER DUTIES AND ORIENTATION WEEK PREP (25 FLEX HOURS)

- Work with the SHAC Team to ensure a SHAC presence and promotion during Orientation week
- Establish a timeline and action plan for at least one significant Orientation Week event
- Be available to coordinate and run the Orientation event
- Meet regularly with the SHAC team (virtually or in person) to provide updates and discuss programming details
- Monitor emails

GENERAL RESPONSIBILITIES

- Ensure SHAC is operating in an anti-oppressive/inclusive manner
- Hold at least six (6) office hours per week in the Fall and Winter semesters
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Immediate and Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Attend and participate in weekly meetings of the SHAC Staff Team as scheduled by the SHAC Coordinator
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract.
- Submit a summary report after **every** event to the SHAC Coordinator. Each report must include all planning, promotional, budgetary, attendance and partnership details.

EDUCATION AND EVENTS:

- Be responsible for coordinating all Traditional events and campaigns as listed in the SHAC budget. The list includes: December 6th National Day of Remembrance and Action on Violence Against Women, Queer Identities Week, Black History Month and Human Rights in an International Context.
- Ensure that all logistics for public events are being handled (room and equipment bookings, Student Risk Management processes, media relations, food, coordinating speakers, etc)
- Work with the Promotional Services & Graphic Designer to create promotional material for events and campaigns while ensuring they are in line with the CSA Branding Package
- Collaborate on events, workshops and resources where possible with other CSA Services, on-campus organizations/services and off-campus organizations/services as approved by the SHAC Coordinator and Executive Supervisor
- Meet early each semester with the SHAC Coordinator and Business Manager to review the budget and all sub-budgets
- Host at least two tabling events in the Fall and the Winter semesters
- In collaboration with the CSA Programmer, coordinate one documentary screening in the Fall and the Winter semesters
- Develop and maintain contacts with relevant organizations/ departments/ services/ programs/etc. on and off campus
- Maintain an updated and tentative schedule of on-campus organizations' events and collaborate wherever possible to cross-promote while cooperating with other on-campus organizations, in conjunction with the VP Student Experience.
- Be familiar with municipal, provincial, federal, and international awareness days and events and coordinate events or campaigns as appropriate

VOLUNTEERS

- Together with the Volunteer Coordinator, be responsible for establishing a training programme for all volunteers who wish to support the work of the Education & Events Coordinator
- Conduct regular training sessions specific to the work of the Education & Events Coordinator to ensure a sufficient number of volunteer are appropriately trained to meet the needs of this aspect of the SHAC office
- In collaboration with the Volunteer Coordinator, log monthly hours and activities of every volunteer that supports the work of the Education & Events Coordinator
- Develop and maintain the sections of the SHAC Volunteer and Resource Manual specific to this position, in collaboration with other SHAC Coordinators
- Have bi-weekly meetings with the SHAC Volunteer Coordinator to plan how volunteers can become engaged in events
- Attend SHAC Volunteer meetings as requested by the SHAC Volunteer Coordinator

QUALIFICATIONS:

- Possess a strong analysis of oppression, power, privilege and social justice issues
- Strong commitment to anti-oppression/inclusivity
- Experience coordinating and facilitating educational events and campaigns
- Creativity and effective advertising experience
- Familiarity with various on and off campus organization and services
- Strong communication, collaboration and interpersonal skills.

- Experience working in a team and committee environment
 - Previous CSA/SHAC experience is an asset
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Deadline for applications is Wednesday, March 8, 2017 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.