



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 – 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 Events Coordinator plans and carries out various educational human rights-based events that take place across campus. They communicate and work in partnership with other on and off-campus groups, especially for key annual events such as Queer Identities Week, December 6th Day of Remembrance and Action on Violence Against Women, Black History Month and at least one event to address a current human rights topic occurring in an international context. This position is responsible for ensuring that SHAC events are well-planned, executed in an effective, engaging, and inclusive and accessible way, and reflective of SHAC's mandate. They also hold office hours and assist with various student advocacy cases alongside the other 4 coordinators.

Term	Summer Semester 2018 – 50 Flex Hours September 3 to December 7, 2018, 14 weeks January 7 to April 5, 2019, 13 weeks Total 27 Weeks + Flex Hours
Hours	15 hours per week, reduced to 5 hours during Winter Reading Week <i>(average hours can vary based on programming and time of year)</i> 445 hours total
Wages	\$6,831 (includes vacation pay)
Immediate Supervisor	SHAC Coordinator
Executive Supervisor	Vice President Academic

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, April 7
- 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, Health and Safety, etc.
- Required to attend a full day of SHAC specific training to include Active Listening, Residential Tenancy Act, FILAC method, etc.
- Receive training specific to student tenancy and budgeting issues from the lawyer on contract with SHAC
- Required to receive 5 hours of one-on-one training at minimum wage from the outgoing SHAC Events Coordinator
- Required to provide 5 hours of one-on-one training to the new incoming Coordinator
- 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 (50 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 (s)
- Follow university policies and timelines for running O-week events
- Attend any planning meetings for annual events (Queer Identities Week, Black History Month, etc)
- Begin planning for any additional SHAC events to occur throughout the year
- 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 bi-weekly meetings of the SHAC Staff Team as scheduled by the SHAC Coordinator
- Offer basic academic support regarding student academic rights and responsibilities as well as academic processes
- Direct those who seek assistance from SHAC to resources appropriate to their query
- Arrange appointments with students outside of established office hours when necessary
- Work with other SHAC Coordinators to maintain an organized, accessible office, including keeping files and resource materials updated and monitor the office's accessibility and address issues as they appear
- Host at least two tabling events in the Fall and the Winter semesters
- 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.

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.)
- 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
- In collaboration with the CSA Programmer, coordinate one documentary screening in both 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
- Be familiar with municipal, provincial, federal, and international awareness days and events and coordinate events or campaigns as appropriate; collaboration with the CSA VP External can be helpful in this area
- Ensure an active presence on all SHAC social media to showcase SHAC events
- Work with CSA Promotion Services and Graphic Designer so that posters and banners are made/distributed, and promo material is put on the website when needed

VOLUNTEERS

- Together with the Volunteer Coordinator, be responsible for establishing a training programme for all volunteers which encompasses information and skills needed for assisting with events
- 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
- Communicate regularly 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

- A keen understanding of oppression, power, privilege and social justice issues
- Commitment to anti-oppression/inclusivity
- Strong research skills
- Strong organizational, communication, and interpersonal skills
- Experience working in a team environment
- Experience with and commitment to maintaining confidentiality in regard to cases
- Independent problem solving under pressure
- Experience coordinating and facilitating events and/or campaigns
- Effective promotion and outreach strategies
- A spirit of creativity and flexibility
- Familiarity with various on and off campus organizations and services
- Experience with advocacy and basic peer support is an asset
- Previous CSA/SHAC experience is an asset

Deadline for applications is Thursday, March 15th, 2018 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.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca