

Job Description

Out on Campus Coordinator
[Permanent – 28 hours per week]

Description:

The Out on Campus (OOC) Coordinator is primarily responsible for overseeing, coordinating and assisting with the delivery of Society programs, series, and activities in the Society's Out on Campus lounge, aimed primarily at lesbian, gay, bisexual, transgender and queer + students and their allies at Simon Fraser University. This is a permanent position which is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.15 per hour with benefits as per the Collective Agreement.

Goal:

To provide the consistent, effective and smooth operation of the Out on Campus Centre by providing resources, materials, programs and services that meet the needs of the membership.

Working Relationship(s)/Role in Organizational Structure:

The Out on Campus Coordinator works with and participates in the Out on Campus Collective and supervises the Designated Assistant and Project Workers as well as works in tandem with other Student Society staff. The Out on Campus Coordinator reports to the Chief Executive Officer.

Duties and Responsibilities:

1. Coordinate projects, programs, services and other events of benefit to lesbian, gay, bisexual, transgender and queer students and their allies at Simon Fraser University.
2. Engage in volunteer recruitment, training development and delivery as well as ongoing support to volunteers.
3. Provide initial peer support and crisis referrals.
4. Administer the Out on Campus area, including but not limited to the resource center and lounge.
5. Assist in advertising and promoting the services provided by the Out on Campus area.
6. Organize and resource Out on Campus collective meetings.
7. Maintain an up-to-date knowledge of campus and off-campus resources for lesbian, gay, bisexual, transgender and queer students and their allies at Simon Fraser University.
8. Maintain files, databases, administrative systems, supplies and equipment.
9. Prepare the annual budget for submission for the Out on Campus department for consideration by the Out on Campus Collective and the Finance and Administrative Services Committee.

Required Skills and Experience:

1. Experience with issues faced by lesbian, gay, bisexual, transgender and queer students in an academic institutional environment.
2. Ability and experience in volunteer recruitment training and support.
3. Ability and experience working with lesbians, gays, bisexuals, transgender and queer persons in crisis situations.
4. Ability to work within a collective structure, using consensus decision making.
5. Ability to work in a self-supervisory, multi-task environment, within clear timelines.
6. Strong interpersonal skills.
7. Ability, training and experience in conflict resolution.
8. Excellent verbal and written communication skills.
9. Strong organizational skills.
10. Administrative ability and experience.
11. Computing skills including: word processing, spreadsheet, and database software.
12. Knowledge of post-secondary student organizations structure and mandate.
13. Understanding of the role of the Student Society and its membership, in terms of advocacy, representation, and the provision of services.



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To apply email your resume, cover letter, and availability to jobs@sfss.ca citing that you are applying for the Out on Campus Coordinator in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than 2:00 pm on Tuesday, February 13, 2018. Desirable start date: as soon as possible. Must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.