

Job Description
**Black Student Support Centre Coordinator
(BSSC-Coordinator)
(Full-Time)**

Working Relationship: Reports to the President and Operations Organizer; closely collaborates with Students of Caribbean and African Ancestry (SOCA) Executives and once approved by SOCA, implements the group's annual plan of action.

The Simon Fraser Student Society is an equal opportunity Employer.

This is a full time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

The Simon Fraser Student Society's vision of students thriving everywhere is realized through its support of students to reach their full potential by providing resources and services that represent, connect and benefit our membership. One such resource is the [SOCA](#).

Position Summary

In order to support our Black, Caribbean, and Afro-Descent students, we are looking for our inaugural BSSC- Coordinator. This position will uniquely be expected to collaboratively work with the SOCA Executives to execute on the mandate of services, events, and advocacy through the Black Student Support Centre.

The SOCA's organizational [values](#) are community building, representation, inclusivity, and social justice. SOCA is a student group devoted to creating a safe space for students of African and Caribbean descent and allies on campus. SOCA supports and advocates for Black students, providing services and promoting Afrocentric intellectual and cultural experiences through open and interactive exchange of ideas among members of the SFU community.

The BSSC- Coordinator oversees, coordinates and assists in the delivery of programs and services in the SOCA space. The Black Student Support Centre will be housed in one of the offices in the SOCA organizational suite in the Student Union Building, as per the SFSS-SOCA Memorandum of Understanding as outlined in the institutional relationship [Letter of Agreement](#), unless SFSS provides a separate space for the BSSC operations.

The SFSS shall not negatively discipline any Black Student Support staff member for any social or academic advocacy positions taken by the SOCA Executives, SOCA membership, or Black Student Support Centre (BSSC). SOCA and the Black Student Support Coordinator hired shall be separate

and distinct, however, SOCA shall serve as the body that guides the types of services, resources, and advocacy support that is offered by the Black Student Support Centre. This shall in no way preclude or prevent SOCA from engaging in collective action, and engaging in social or academic advocacy as the SOCA membership and Executives sees fit.

Core Duties

- Serve as a resource and advocate for the SFSS's Black students;
- Provide culturally specific supports, as well as host Black and African-Descent student gatherings, cultural events, and other culturally relevant activities;
- Work with other coordinators and Executives of the SFSS where necessary as support for anti-Black racism campaigns and initiatives as necessary;
- Work closely with the SFSS VP Equity and Sustainability and other SFSS Executives on issues related to the Black community on the campus;
- Liaise with all SFSS departments and services, as necessary;
- Work with SOCA's Executive and Membership to prepare the annual budget for submission to the SFSS;
- Collaborate with the SOCA Executives, and once approved by SOCA, implement the group's annual plan of action;
- Prepare an annual report for inclusion in the SFSS Annual Report, in conjunction with SOCA Executive;
- Manage the efficient operations of the assigned office in the SOCA Organizational Suite as per the SOCA-SFSS [Letter of Agreement](#)
- Coordinate with the Operations Organizer and SOCA Executives to maintain proper functioning of the SOCA space:
 - Advise about the required servicing and maintenance of office furniture and equipment including information technology systems;
 - Coordinate the distribution of keys / key cards and maintains up-to-date records;
 - Advise on changes that are required to the SOCA space, as required.
- Ensure meeting scheduling, room booking, catering and room set-up for meetings and events of the SOCA, in its space or in other locations;
- Ensure that accurate meeting minutes are recorded, reviewed, and distributed internally and externally;
- Respond to requests for information, engagement, and/or outreach;
- Undertake research and other projects, as required;
- Recruit, orient, train, and allocate tasks to volunteers;
- Help with campaigns, special events, outreach, and workshops in close collaboration with SOCA and Black/African Descent students;
- Support SOCA's development and implementation of recommendations;

Qualifications

- Lived experience as a self-identifying Black, Caribbean or African-Descent person;

- Post-secondary degree in a relevant discipline or a diploma plus pertinent experience and training;
- Experience in peer support programming, mutual aid, or marginalized community empowerment initiatives;
- 1 year lived experience in organizing with Black, Caribbean, and other African-Diasporic communities, or in administrative and coordination settings;
- Ability to work with stakeholders from diverse backgrounds;
- Excellent organizational, analytical, problem-solving, and conflict resolution skills;
- Excellent interpersonal and communication (both verbal and written) skills;
- Excellent ability to provide advice and support decisions;
- Ability to write accurate minutes and reports;
- Ability to exercise discretion, initiative and diplomacy;
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions.

Assets

- Understanding of intersectionality and social justice;
- Considerable understanding and knowledge of anti-Black racism and systemic discrimination as it relates to anti-Indigenous racism, classism, anti-Asian racism, ableism, misogyny, transphobia, homophobia, anti-Semitism, Islamophobia, and xenophobia.

To apply, email your resume and cover letter to jobs@sfss.ca citing that you are applying for the Black Student Support Centre Coordinator position in the subject line.

Please send your documents as PDF files. Applications must be received no later than 9:00 a.m. (PST) on April 16, 2021. Applicants must be available to work Monday to Friday during regular office hours and a post-secondary degree or diploma in a relevant field is required. Only shortlisted candidates will be contacted.