

Internal/ External Job Posting
Out On Campus (OOC) Program Assistant
[Designated Assistant, Part-Time]

About Us:

Out On Campus (OOC) is a department of the Simon Fraser Student Society (SFSS) and is jointly funded by the SFSS and Graduate Student Society. We provide a safer physical and virtual community space for Simon Fraser University's Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual/Aromantic, Two-Spirit (LGBTQIA2S+) and ally communities; consultancy across SFU on queer-inclusive policy and practice; a diverse library showcasing queer themes and authors; year-round programming enhancing students' social opportunities, cultural connections, and personal development; free safer sex supplies, menstrual products, and food; and bursaries and awards to support those in financial need and recognise students' contributions to our community. Out On Campus is the result of almost 50 years of organising within SFU's LGBTQIA2S+ and ally communities and each new staff member becomes an important part of our legacy and our future.

The Simon Fraser Student Society is an equal opportunity employer.

Out On Campus recognises and appreciates the unique value that staff from LGBTQIA2S+, Black and POC, Indigenous, Disabled and Neurodiverse, and other equity-seeking communities bring to our Department and aims to create a safer working environment that minimises exposure to community trauma.

Description: The OOC Program Assistant is primarily responsible for informing the membership about and supporting OOC's community events, services and resources of interest to LGBTQIA2S+ students and their allies at Simon Fraser University.

This is a part time (up to 25 hours per week) designated assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.63 per hour with benefits as defined in the Collective Agreement.

Goals: To support the OOC Coordinator in providing consistent, effective, and smooth operation of the Out On Campus areas and services and ensuring that the Out On Campus areas provide resources, materials and services that meet the needs of the membership.

Working relationship(s)/Role in Organizational Structure: The OOC Administrative Assistant reports to the Out On Campus Coordinator, and supplies bi-weekly status reports to the Operations Organizer.

Duties and Responsibilities:

- Maintain and curate online social media presences and aid in the development of promotional materials related to OOC services, events, and activities
- Maintain an up-to-date knowledge of resources and events for LGBTQIA2S+ students and their allies at Simon Fraser University and the local community
- Assist students who contact OOC in person, phone, or via email through direct assistance, information, or appropriate referrals
- Assist in the maintenance of files, databases, mailing lists, administrative systems, and supplies and equipment, including (but not limited to) the library
- Assist the OOC Coordinator with programming
- Provide confidential peer support and mental health first aid to students who identify as LGBTQIA2S+ or as an ally
- Assist with in-person and virtual outreach efforts, including staffing outreach tables and virtual 'booths', participating in outreach events, and contributing to outreach media (e.g., videos, articles, etc.)
- Assisting with the distribution of promotional materials
- Produce agendas, minutes, cheque requisitions, and other basic administrative documents
- Develop (optional) personal projects with the support of the Coordinator that meet professional development needs and the needs of OOC community members

Required Skills, Experience, and Qualities:

- Experience with issues faced by LGBTQIA2S+ communities, and especially students in higher education
- Ability to prioritise, manage workload, and meet deadlines
- Excellent computing skills (including Microsoft Office Suite, G-Suite, and social media)
- Effective administrative, organisational, and communication skills
- Ability to work unsupervised for reasonable periods of time
- A commitment to LGBTQIA2S+ liberation, anti-racism, accessibility, decolonial work, and anti-oppression work

Great-to-Haves:

- Experience planning and coordinating events

- Lived experience as a multiply-marginalized person (i.e., intersecting lived experiences of queerness, blackness, disability, neurodivergence, etc.)
- Understanding of intersectionality and how different social issues may uniquely impact different LGBTQIA2S+ individuals
- Mental Health First Aid Training (though training can be provided)
- Knowledge of local non-profits and community organisations that serve LGBTQIA2S+ communities

To apply, please upload your resume and cover letter in [Collage](#). Acceptable file formats include Microsoft Word documents or PDF files. Unreadable files will be ignored.

Applications must be received no later than 11:59 pm (PST) on June 14th, 2021.

Only applicants who are selected for interviews will be contacted.