

**Internal/External
Out on Campus (OOC) Coordinator
(Permanent, Full-Time)**

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership.

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 \$26.94 per hour with additional benefits as defined in the Collective Agreement.

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 position will uniquely be expected to collaboratively work with the Out on Campus Collective to execute on the mandate of services, events, and advocacy. The Out on Campus Coordinator oversees, coordinates and assists in the delivery of programs and services in the Out on Campus space.

The SFSS shall not negatively discipline any Out on Campus staff member for any social or academic advocacy positions taken by the Out on Campus Executives or Out on Campus membership. Out on Campus and the Out on Campus Coordinator hired shall be separate and distinct, however, Out on Campus shall serve as the body that guides the types of services, resources, and advocacy support that is offered. This shall in no way preclude or prevent Out on Campus from engaging in collective action, and engaging in social or academic advocacy as the Out on Campus membership and Executives sees fit.

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. The Coordinator is tasked with organizing advocacy and campaigns for LGBTQIA2S students alongside the OOC Collective.

Working Relationship(s)/Reporting Structure:

The OOC Coordinator closely collaborates with the OOC collective and once approved by the collective, implements the group's annual plan of action. The OOC Coordinator also works closely with the Vice-President Equity & Sustainability and Campaigns and Mobilizing Coordinator. The OOC Coordinator reports to and takes direction from the President and the Operations Organizer. The OOC Coordinator works with the Out on Campus Collective, supervises Designated Assistant(s) in the department, and works in tandem with other Student Society staff.

Duties & Responsibilities:

- Serve as a resource and advocate for the SFSS's 2SLGBTQIA+ students
- Provide equity specific supports, as well as host student gatherings, events, and other equity-relevant activities
- Work with other Society coordinators and Executives of the SFSS when necessary as support for OOC campaigns and initiatives as necessary
- Work closely with the SFSS VP Equity and Sustainability, Campaigns and Mobilizing Coordinator and other SFSS Executives on issues related to the 2SLGBTQIA+ community on the campus
- Liaise with all SFSS departments and services, as necessary
- Work with the OOC Collective and Membership to prepare the annual budget for submission to the SFSS
- Prepare an annual report for inclusion in the SFSS Annual Report, in conjunction with the OOC Collective
- Coordinate with the Operations Organizer and the OOC Collective to maintain proper functioning of the OOC 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 OOC space, as required

- Ensure meeting scheduling, room booking, catering and room set-up for meetings and events of the OOC, 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 OOC and 2SLGBTQIA+ students
- Support OOC's development and implementation of recommendations
- Experience in volunteer recruitment development and support
- Administrative leadership experience
- Experience developing and staging events

Skills & Experience:

- Knowledge of and/or lived experience with the 2SLGBTQIA+ community (required)
- Knowledge of relevant services and supports for the 2SLGBTQIA+ community (required)
- A post-secondary degree or diploma in relevant field is required (an asset)
- Experience working with post-secondary students and/or nonprofit organizations (required)
- 1 year lived experience in organizing with 2SLGBTQIA+ communities, or in administrative and coordination settings (required)
- Computing skills (Microsoft Office Suite, G-Suite, and database software) (required)
- Ability to work with stakeholders from diverse backgrounds (required)
- Excellent organizational, analytical, problem-solving, and conflict resolution skills (required)
- Ability to work in a demanding, self-supervisory, multi-task environment, within clear timelines (required)
- Strong interpersonal skills by being proactive in maintaining organizational communications and working relationships (required)
- Ability to produce meeting reports and related documents (required)
- Excellent ability to provide advice and support decisions (required)
- Ability to write accurate minutes and reports (required)
- Ability to exercise discretion, initiative and diplomacy (required)
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions (required)
- Supervisory experience (required) in a unionized environment (an asset)
- Up to date Mental Health First Aid (an asset)

- Up to date Conflict Management/De-Escalation Training or equivalent (an asset)
- Experience in peer support programming, mutual aid, or marginalized community empowerment initiatives (an asset)

Please send your documents as PDF files in [Collage](#). Applications must be received no later than 5:00 pm (PST) on August 27th, 2021. Applicants must be available to work during regular office hours Monday to Friday.

The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.

We thank all who apply, but only those candidates selected for interviews will be contacted.

Please Note: The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: www.sfss.ca.