

UFVSUS

hr@ufvsus.ca

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving UFV students. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, and the student health and dental plan. SUS also provides support to an active community of student clubs and associations, organizes community events, and provides wellness and developmental programming. As the official representative body of UFV students, our mission is to create a strong, unified student voice, provide services and developmental opportunities to our members, and advocate on behalf of the interests of the UFV student community.

Gender Equality Centre (GEC) Coordinator

Work Schedule: 5 – 10 hours weekly, hours set in consultation with Executive Director

Reporting to: Executive Director

POSITION DESCRIPTION

The Gender Equality Centre (GEC) Coordinator is responsible for providing support services and resources to female identifying UFV students. The GEC Coordinator connects students to campus or community resources, voices any centre interests or concerns to the Executive Director, and is responsible for Sexual Violence Prevention and Education campaigns and training. The GEC Coordinator works with other community stakeholders to bring activities/events/campaigns to create a safe and inclusive space to share concerns or opinions and work together to improve the UFV student experience.

RESPONSIBILITIES AND DUTIES OF THE GENDER EQUALITY CENTRE COORDINATOR

The GEC Coordinator has specific responsibility for a variety of functions, including but not limited to the following:

- Chair the GEC meetings, and help recruit members.
- Provide feedback and information to the Executive Director regarding support or inaction regarding sexist policies, procedures, attitudes, promotional material, and public statements initiated or supported by UFV, SUS, or SUS recognized student organizations.
- Meet weekly with the Executive Director to provide activity reports and review and authorization of expenditures.
- Inform the UFV community of campus and community resources for women.
- Liaise with women's resource and support organizations in the Fraser Valley.
- Organize and execute at least one GEC community event per month.

UFV STUDENT UNION SOCIETY | 2017

ABBOTSFORD CAMPUS SUB 1109

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- Work with SUS VPE and Executive Director to plan and execute programming that raises awareness about the unique challenges facing women on campus.
- Provide to the VPE and Executive Director, recommendations for advocacy goals and projects aimed at creating a campus that is more aware and accepting of women.
- Oversee the GEC programming budget.
- Adhere to UFV and UFVSUS bylaws, policies, and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with **UFV Final Reports Procedure***
- **The GEC Coordinator will be required to attend mandated training sessions as determined by the Executive Director and VPE (active bystander, disclosure training, SafeTALK training, etc.)**
- Communicate and collaborate with relevant groups on campus.
- Assess the needs of the GEC and develop creative solutions to concerns.
- Continuously monitor and report on higher education publications with a focus on evolving sexual violence policies, protocols, and sexual violence mitigation programming and new sexual violence legislation.
- Communicate with and research practices at other gender equality centres/support services.
- Other projects and duties as assigned by the Executive Director.

QUALIFICATIONS AND ASSETS

Interpersonal Communication: The GEC Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Coordinator must be able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

Project Management: With guidance from the Executive Director and VPE, the GEC Coordinator will act as project manager for all the projects initiated by the GEC Committee. Strong organizational and time management skills are necessary competencies of the GEC Coordinator to successfully execute GEC projects. The GEC Coordinator should be flexible, able to critically assess and troubleshoot problems, and demonstrate effective problem solving and conflict management skills.

Group Facilitation: In leading the GEC Centre Committee, the GEC Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. The GEC Coordinator must be committed to being a co-learner capable of collaborating with a diverse team and fostering a team culture that supports consensus building and the development of its members.

- Must work with and treat all people respectfully regardless of age, gender, race, physical appearance, sexual orientation, and cultural context.

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- Consistently exercise a professional work ethic, demonstrate good judgement, tact, initiative, and high degree of diplomacy.
- Be able to effectively manage the activities of the GEC and the archiving of a large volume of documents.
- Be able to work both independently and cooperatively as part of a team.
- Demonstrate excellent verbal and written communication.
- Maintain confidentiality regarding personal information collected and archived in strict compliance with BC's privacy legislations (PIPPA).

TERM OF EMPLOYMENT

Weekly schedule will be set by the VPE and will, within reason, accommodate the employee's academic schedule. This is a term contract that lasts from August 7, 2017 to December 30, 2017 with an option to renew for an additional term from January 1 – March 30th, 2018. Applicants must be current students of UFV and take at least one course in both the Fall and Winter semesters.

SALARY

\$10.85 per hour plus 4% vacation pay for a total wage per hour of \$11.28 per hour. On September 15, 2017, this wage will increase to \$11.35 per hour plus 4% vacation pay for a total wage per hour of \$11.80 per hour.

CLOSING DATE

Applications will be accepted until 11:59 PM, July 30, 2017.

APPLICATION PROCEDURE

Please send a cover letter and resume to UFV SUS at hr@ufvsus.ca.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.