

UFVSUS

[hr@ufvsus.ca](mailto:hr@ufvsus.ca)

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*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.*

## PrideUFV Coordinator

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**Work Schedule:** 5 – 10 hours weekly

**Reporting to:** Executive Director

### POSITION DESCRIPTION

The PrideUFV Coordinator is responsible for promoting the equal treatment, understanding, and acceptance of all sexual orientations at UFV. The PrideUFV Coordinator oversees the PrideUFV Centre (PUC) and will establish a safe, open environment where members of the LGBT2\*+ community can freely express concerns and issues. The PrideUFV Coordinator will provide programming support in the PUC for the LGBT2\*+ community on campus.

### RESPONSIBILITIES AND DUTIES OF THE EQUALITIES OFFICER

The PrideUFV Coordinator has specific responsibility for a variety of functions, including but not limited to the following outlined below.

- Chair the PrideUFV Centre meetings, and help recruit members.
- Inform the Executive Director to ensure that UFV, SUS, or SUS recognized student organizations do not promote or support homophobic or heteronormative policies, procedures, attitudes, promotional material, and public statements.
- Inform the UFV community of campus and community resources for LGBT2\*+ students. Meet weekly with the Executive Director to provide activity reports and review and authorization of expenditures.
- Liaise with LGBT2\*+ organizations in the Fraser Valley.

UFV STUDENT UNION SOCIETY | 2016

ABBOTSFORD CAMPUS SUB 1109

33844 King Rd Abbotsford BC V2S 7M8

Online: [www.ufvsus.ca](http://www.ufvsus.ca)

Phone: (604) 864 4613



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- Organize and execute at least one PrideUFV community event per month.
- Work with UFVSUS VPE and Executive Director to plan and execute programming that raises awareness about the unique challenges facing the sexual and gender diverse community on campus.
- Recommend to the VPE and Executive Director, advocacy goals and campaigns aimed at creating a campus that is more aware and accepting of sexual and gender diversity.
- Oversee the PrideUFV 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 PrideUFV 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 various minority and diversity groups on campus.
- Assess the needs of the UFV Pride Centre and develop creative solutions to concerns.
- Continuously monitor and report on higher education publications with a focus on evolving LGBT2\*+ programming and new LGBT2\*+ legislation.
- Communicate with and research practices at other pride centres/support services.
- Other projects and duties as assigned by the Executive Director or VPE.

### QUALIFICATIONS AND ASSETS

- **Interpersonal Communication:** The PrideUFV Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. 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 PUC Coordinator will act as project manager for all the projects initiated by the PUC Committee. Strong organizational and time management skills are necessary competencies of the PUC Coordinator to successfully execute GEC projects. The PUC Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the PUC Centre Committee, the PUC Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. The PUC 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, and
  - Must work with and treat all people respectfully regardless of age, gender, race, physical appearance, sexual orientation, 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 PUC 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 30, 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 July 30, 11:59 PM, 2017.

### **APPLICATION PROCEDURE**

Please send a cover letter and resume to UFV SUS at [hr@ufvsus.ca](mailto:hr@ufvsus.ca).

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