



# UWSA LGBT\* Coordinator

## Employment Opportunity

**Term position starting August 24<sup>th</sup>, 2015 and ending April 30<sup>th</sup>, 2016.  
Wage is \$14.10 per hour for up to 15 hours weekly.**

### Responsibilities

- Organize and facilitate weekly meetings with LGBT\* Centre members
- Mentor members that have questions related to sex, gender, and sexuality
- Post regular office hours and be in the space at least ten hours each week.
- Work with other students and volunteers to keep the centre open as often as possible
- Provide a Positive Space and welcoming environment for people using the LGBT\* space and its services, including keeping the space tidy and clean
- Actively promote the space and its services to members of the UWSA
- Coordinate the organization of relevant events, workshops and campaigns, such as HomoHop, Coming Out Day and Gender Week
- Cooperate and collaborate with students, UWSA staff, volunteers, board of directors (esp. LGBT\* Director), and other service groups and student groups
- Liaise with other LGBT\* related organizations on and off campus
- Have monthly check-ins with UWSA Vice President Student Affairs to discuss event ideas, promotional ideas, the budget and service centre policies and issues
- Provide written report at least once per semester to the Vice President Student Affairs
- Work within allocated budget and organize fundraising initiatives as needed
- Adhere to all relevant UWSA and University of Winnipeg policies
- Attend mandatory training facilitated by the UWSA

### Preferred Qualifications

- Involvement with, and understanding of issues related to sex, gender, sexuality and LGBT\* issues
- Ability to work independently and creatively, as well in group settings
- Experience working in grassroots, non-profit groups
- Excellent social skills, organizational skills and friendly demeanour as a UWSA ambassador
- Strong leadership skills including conflict resolution
- Strong interpersonal communication skills
- Must be able to attend training session in August, 2015

Applications should be submitted online under the "Opportunities" tab at [www.theuwsa.ca](http://www.theuwsa.ca). Please complete job application forms with attached resumes and cover letter online. For more information please contact the Vice President Internal Affairs by telephone: (204) 786-9975 or email: [vpi@theuwsa.ca](mailto:vpi@theuwsa.ca)

The UWSA follows the hiring guidelines recommended by Manitoba Employment Standards. All applicants must be University of Winnipeg Students in good standing that have paid their students fees and meet the qualifications of membership in the Students' Association.

**DEADLINE FOR APPLICATIONS: July 20th 2015 AT 5:00 P.M.**

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