

JOB TITLE: Gender Equity Assistant Coordinator

REPORTS TO: Pride & Gender Equity Centre Coordinator

CAMPUS: Thunder Bay

TERM: August 19, 2024 to November 29, 2024 & January 13, 2025 to April 11, 2025

HOURS: 10 hours/week: Monday to Friday, some weekends/evenings as required

PAY: \$18.00/hour, bi-weekly

ROLE SUMMARY:

The Gender Equity Assistant Coordinator is responsible for assisting in the planning, development, and implementation of programs and services related to gender equity that promote a safe, inclusive, and equitable environment for students at Lakehead University.

KEY RESPONSIBILITIES:

- Assist in managing the day-to-day operations of the centre, including:
 - Being present in the centre during scheduled hours
 - Maintaining a welcoming environment by greeting and talking with students accessing the centre
 - Being familiar with and locating available resources for students accessing the centre (books, games, pamphlets, clothing, etc.)
 - Maintaining cleanliness of the centre ensuring accessibility and complying with health and safety regulations
- Assist in the planning and execution of regular events such as (but not limited to):
 - Feminisms at the Lakehead
 - International Women's Day
- Assist with the planning, development and implementation of educational campaigns related to the mandate of the centre
- Assist with preparing and offering presentations on varying issues related to the mandate of the centre to interested groups both on and off campus, including locating relevant speakers
- Assist in the promotion of the Pride & Gender Equity Centre and its services, events and campaigns on social media, within the university and community at-large
- Advocate and lobby within the university and Thunder Bay community in order to raise awareness of issues and concerns relating to gender equity
- Assist in developing and maintaining relationships with Lakehead University student services such as Student Health and Wellness, Residence Life, Student Success Centre and departments such as Gender and Women's Studies, Education, Social Work, etc.
- Other duties as assigned

QUALIFICATIONS:

- Women, Two Spirit, Trans, and gender diverse applicants from the student population will be given first consideration;
- Demonstrated knowledge of current issues related to gender equity;
- Demonstrated knowledge of the mandate and current programming of the Pride & Gender Equity Centre
- Experience with social justice campaigns and event organizing;
- Training in anti-oppression, harm reduction, SafeTalk, Mental Health First Aid, survivor support, and/or other related trainings and certifications is an asset;
- Strong interpersonal and communication skills, with the ability to interact with diverse groups;
- Experience with Canva, G-Suite (such as Gmail, Google Drive feature, and Google Forms), and social media is an asset;

EMPLOYMENT EQUITY:

LUSU is committed to the principles of employment equity. Applications from all qualified candidates are welcome; in particular, applications are encouraged from Queer and Trans people, women, Black, Indigenous, and Racialized people, and Disabled People. We prioritise the hiring of individuals who experience systemic barriers to employment, and invite you to self-disclose in your cover letter or on your resume.

Please use your cover letter to tell us about your unique perspectives, experiences, and abilities, as they apply to your fit within the student union's team.

APPLICATIONS:

Email your cover letter and resume to pride@lusu.ca and address it to Sam Mathers (Pride & Gender Equity Centre Coordinator). Please use the subject line "Application: Gender Equity Assistant Coordinator".

Applications Due: Wednesday, July 31 at 11:59 PM

Interviews: Qualified applicants will be contacted for interviews.



About Us

The Lakehead University Student Union (LUSU), Local 32 of the Canadian Federation of Students, is the students' union representing nearly 10,000 members at Lakehead University's Thunder Bay and Orillia Campuses. We are a non-partisan, non-profit organisation dedicated to the fight for a universal, accessible post-secondary education and providing an environment where students can pursue academic excellence as well as personal and social growth.