

JOB TITLE: Trans Inclusion 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 Trans Inclusion Coordinator is responsible for assisting in the planning, development, and implementation of programs and services that promote a safe, inclusive, and equitable environment for Trans and gender diverse students at Lakehead University.

KEY RESPONSIBILITIES:

- With supervision from the Centre Coordinator, the Coordinator will assist with managing the day-to-day operations of the Centre, financial management in-line with the Centre's budget, and the maintenance of Centre's space to ensure accessibility and compliance with all health and safety regulations.
- Ensuring that all activities conform to the rules, procedures, principles, policies, and guidelines set out in LUSU's governing documents, including the fulfillment of responsibilities.
- Assisting in ensuring adequate volunteers to facilitate access to the Centre for all students for a minimum number of hours (10 AM to 4 PM, Monday through Friday).
- Facilitating events under the supervision of the Pride and Gender Equity Centre Coordinator as seen fit, including but not limited to: Pride in the North, Trans Day of Remembrance, and Trans Day of Visibility.
- Creating and disseminating campaign materials (pamphlets, short guides, contact sheets) and advocacy relating to Trans specific issues. These may include but are not limited to topics on accessing health and wellness services, accessing the Ombudsperson, changing names in Lakehead systems, email templates for coming out to professors, and lists of Trans resources on and off campuses.
- Assist in developing and maintaining relationships with Lakehead University student services, such as Student Health and Wellness, Residence Life, Student Success Centre, and related academic departments such as Gender and Women's Studies, Sociology, English, and Education.

- Working with the Pride & Gender Equity Centre Coordinator and the Vice President Advocacy to apply for appropriate funding and grants in order to augment the work of the Centre.
- Assisting with the development and management of the Centre's resource library by locating books, articles, pamphlets, magazines, DVDs, and other media relevant to the Trans community. This includes assisting those access the Centre in locating appropriate resources.
- Acting as a point of contact for Trans students looking for information on a variety of Trans specific topics, including but not limited to:
 - conducting regular surveys on Trans inclusion and experiences at Lakehead;
 - hosting regular Trans peer support meetings;
 - holding regular office hours;
 - helping Trans students access gender-affirming clothing and supplies; and
 - acting as the liaison between Trans students and LUSU.
- Advising Pride Central and GEC on Trans inclusive practices and policies for events, campaigns/advocacy, and services.
- Other duties as assigned.

QUALIFICATIONS:

- Two Spirit, Trans, and gender diverse applicants from the student population will be given first consideration;
- Demonstrated knowledge of current issues facing the Trans community and the Trans student experience;
- 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: Trans Inclusion 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.