

JOB TITLE: Coordinator, Indigenous Students' Resource Centre

REPORTS TO: Executive Director

CAMPUS: Thunder Bay

TERM: Once filled until November 29, 2024 & January 2, 2025 to April 4, 2025

HOURS: 20 hours/week: Monday to Friday, some weekends/evenings as required

PAY: \$20.00/hour, bi-weekly

ROLE SUMMARY:

The Coordinator of the Indigenous Students' Resource Centre (ISRC) is responsible for the strategic planning, development, and implementation of programs and services – through an anti-oppressive framework – that promote a safe, inclusive, and equitable environment for Indigenous students and the Indigenous community in and around Lakehead University.

KEY RESPONSIBILITIES:

- Design, implement, and evaluate programs and services that promote safer spaces for Indigenous students, address the specific needs of the various Indigenous communities, and create nation-to-nation solidarity and understanding. These include, but are not limited to, the annual Lakehead Pow Wow, days of significance such as Orange Shirt Day and Solstice, and campaigns of the student movement such as ReconciliAction;
- Provide support, referral, and crisis intervention for Indigenous students;
- Provide education, outreach, and advocacy ranging from cultural programming and community building, to panels and workshops, to challenging colonialism and advocating for Indigenous justice through campaigns;
- Manage the day-to-day operations of the ISRC, including budgeting, programming, centre assistant hiring, and staff supervision;
- Develop and maintain relationships with local and on-campus Elders and Knowledge Keepers and Lakehead University's Office of Indigenous Initiatives, Indigenous Student Services Centre, and Indigenous Programs, as well as Indigenous organizations in Thunder Bay such as the Thunder Bay Indigenous Friendship Centre;
- Serve as a key liaison between the ISRC and the student union, including the regular reports to the Board;
- Organize and chair meetings of the Indigenous Programming Committee;
- Collaborate with other Centres, clubs, and staff of the student union on intersectional priorities, programs, and services; and
- Responsibilities set out in Operational Policy #3 and related roles and responsibilities as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Applicants who self-identify as First Nations, Métis, or Inuit will be given first consideration;
- Equivalent experience or education in related fields of work is an asset;
- Demonstrated knowledge and experience in current First Nations, Métis and Inuit affairs and the Indigenous student experience;
- Experience with social justice campaigns and event organizing;
- Experience in engaging, recruiting, and coordinating volunteers;
- 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; and
- Experience with program development, implementation, and evaluation.

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 hr@lusu.ca and address it to Vanessa Franklin (Administration & Student Life Coordinator). Please use the subject line "Application: Coordinator, Indigenous Students' Resource Centre".

Applications Due: Conducting Interviews on a rolling basis until the role is filled.

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.