|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager |

|  |  |
| --- | --- |
| **Position Title:** | **Maccess Coordinator** |
|  |  |
| **Term of Office:** | May 1 – April 30  |
|  |  |
| **Supervisor:** | Executive Board through the Vice-President (Administration)  |
|  |  |
| **Remuneration:** | D4 |
|  |  |
| **Hours of Work:** | 12-14 hours per week  |

|  |
| --- |
| **General Scope of Duties** |
| The Maccess Coordinator is responsible for the creation and delivery of programming and awareness events and campaigns about disability issues on campus. They are ultimately responsible for coordinating Maccess volunteers and overseeing operations of the Maccess space. They will operate within an Anti-Racist and Anti-Oppressive Framework, and create a welcoming and secure environment on campus for those who experience disability.  |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 40% | * Responsible for the recruitment, training and supervision of the Executive members and volunteers
* Initiate and supervise creation of initiatives and programming
* Coordinate ongoing volunteer and Executive team training with the Volunteer Coordinator throughout the year
* Recruit all incoming Maccess executives and volunteers
* Establish and enforce rules set out for volunteers and executives
* Coordinate and initiate new activities
* Set the vision for the Maccess service in that year, determine tasks for the year and delegate to committees and/or the executive team.
 |
| Financial & Budgeting Function  | 15% | * Work with the Vice President (Finance) to meet the financial needs of the service
* Review ledgers on a monthly basis to ensure adherence to budget
* Maintain proper records of Purchase Orders and transactions
* Prepare Purchase Orders (POs) and standing orders as required, reviewing the Maccess bill folder weekly
* Maintain constant communication with the Vice-President (Finance) on financial matters, including a review of the service budget prior to completing the employment term
 |
| Communications Function  | 35% | * Work to foster a professional relationship with McMaster Equity and Inclusion Office (EIO) and Student Accessibility Services (SAS), acting as the primary liaison between Maccess and these groups
* Be knowledgeable about activities of the President’s Advisory Committee on Building an Inclusive Community (PACBIC)
* Collaborate with relevant Hamilton based organizations
* Advise and assist MSU staff members with matters relating to campus accessibility issues
* Prepare for submission to Executive Board a detailed Year Plan and two reports per term
* Advocate to provide necessary equipment/support (both mental and physical)
* Attend monthly Part-Time Manager meetings
 |
| Advertising & Promotions Function  | 15% | * Promote events and campaigns as required using a variety of mediums, including but not limited to print and digital media
* Ensure that any and all promotional material produced follows the MSU Visual Identity Guide and is primarily created by the Underground Media + Design
* Use appropriate MSU channels for the promotion of abilities activities on campus, including *The Silhouette*, campus screens network, and the MSU webpage
* Ensure webpage is updated regularly
* Ensure there are informative campaigns run
 |
| Other  | 5% | * Responsible for other duties as assigned by the Vice-President (Administration)
* Participate in a performance evaluation process set out by the Vice-President (Administration)
* Participate in transition with the outgoing Coordinator and provide transition for the incoming Coordinator
* Be available for office hours
 |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with Maccess ( i.e. ableism, saneism, human rights, and intersecting oppression)
* Knowledge of the philosophies and fundamentals of Maccess operations
* Knowledge of related disability related resources on campus and in the larger Hamilton community
* Peer support and education skills
* Confidence and ability to challenge dominant views
* Organizational and time management skills
* Leadership skills with the ability to lead and direct a team
* Interpersonal skills
* Communication skills are required, especially the ability to communicate with to large groups and diverse audiences
 |

|  |
| --- |
| **Effort & Responsibility** |
| * Commitment will vary by week; summer planning may be more intensive than during the academic year
* Effort may be required to balance Maccess responsibilities and academic/other responsibilities
* Effort required to exercise judgment in staff discipline situations
* Effort required to deal with sensitive subject material and maintain confidentiality
 |

|  |
| --- |
| **Working Conditions** |
| * Shared space in the MSU Committee Room
* Office in the back of MUSC B118
 |

|  |
| --- |
| **Training and Experience** |
| * Participation in MSU Management Training
* SafeTalk Training\*
* Applied Suicide Intervention Skills Training (ASIST)\*
* Experience in peer/identity based communities
* Other related trainings and workshops (i.e Wellness Recovery Action Planning (WRAP), Peer Support Accreditation, etc.) are an asset but not required
* \*Training can be provided – experience / prior completion is an asset.
 |

|  |
| --- |
| **Equipment** |
| * Shared computer
 |