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

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| **Position Title:** | **Pride Community Centre Coordinator** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Executive Board through the Vice-President (Administration) |
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| **Remuneration:** | D3 |
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| **Hours of Work:** | 10 to 12 hours per week |

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| **General Scope of Duties** |
| The Pride Community Centre (PCC) Coordinator is responsible for overseeing the operation of the centre, its Executive, and its volunteers as well as implementing new initiatives and serving as the chief advocate on behalf of PCC. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 30% | * Supervise a team of Executive and volunteers
* Train volunteers and Executive through core training in September and January and ongoing training throughout the year
* Select Pride Executive and volunteers for incoming year
* Set tasks and delegate to committees and Executive
* Oversee all work of the PCC and implement new initiatives
* Attend and participate in PCC Program Coordinator committee meetings
* Ensure the execution of weekly events (e.g. Newcomers meetings, social nights)
* Supervise and coordinate the execution of MAC Pride with campus and community partners
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| Financial & Budgeting Function  | 15% | * Work with the Vice-President (Finance) to meet the financial needs of the department
* Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the PCC Bill Folder weekly.
* Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process
* Maintain proper records of POs and transactions
* Review the general ledger entries and statements to ensure transactions have been properly recorded
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| Communications Function  | 40% | * Prepare for submission to the Executive Board (EB) a detailed year plan (summer) and two reports per term
* Participate in monthly Part-Time manager meetings
* Foster and maintain relationships other departments in the MSU, McMaster University and the larger Hamilton community to start new initiatives and ensure that standing cooperative events continue. Keep the QSCC users updated on all PCC activities and initiatives
* Participate on various committees (e.g. the President’s Advisory Committee on Building an Inclusive Community (PACBIC))
* Ensure website is updated regularly
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| Advertising & Promotions Function  | 10% | * Ensure that all PCC services are known and available to all students at McMaster University
* Promote the PCC to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week
* Utilize the appropriate MSU departments to promote the PCC on campus (e.g. the Silhouette, CFMU, MSU Almanac, Underground Media & Design)
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| Other  | 5% | * Participate in a performance evaluation process set out by the Vice-President (Administration)
* Responsible for other duties as assigned by the Vice-President (Administration)
* Participate in transition with the outgoing Pride Coordinator and provide transition for the incoming Pride Coordinator
* Set hours of operation and boundaries for the service
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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of all the topics that the PCC covers i.e. homophobia, biphobia, transphobia, queer and trans\* identities, asexuality, polyamory and nonmonogamy, religion in the lesbian, gay, bisexual, transgender, and queer community, racism, sexism, ableism, and human rights in the Queer community, the Queer community as a marginalized group, coming out issues, heterosexism, cissexism, heteronormativity and youth specific Queer issues, intersecting oppressions and invisible privilege
* Knowledge of the philosophies and fundamentals of the PCC operations is required
* Knowledge of related Queer resources on campus and in the larger Hamilton community
* Peer counseling 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 talk to large groups of people
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| **Effort & Responsibility** |
| * Effort required to exercise judgment and in staff discipline situations
* Effort required to deal with sensitive subject material
* Effort required to deal with anonymity and confidentiality issues
* Effort required to facilitate meetings effectively and efficiently
* Judgment to make financial decisions for the department
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| **Working Conditions** |
| * The major duties are performed within the Centre and there are frequent dealings with the general McMaster public including the IRC, Residence Life, the MSU, and many campus organizations
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Past experience with the PCC is preferred
* Experience coordinating a group and running extensive meetings or trainings is an asset
* Participation in MSU Management Training is required (provided)
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| **Equipment** |
| * Personal computer
* Meridian telephone and voicemail box
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