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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Student Health Education Centre (SHEC) Resources and Advocacy Co-Executives** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | SHEC Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 to 7 hours per week |

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| **General Scope of Duties** |
| The two Resources and Advocacy Co-Executives are responsible for creating and implementing campaigns that seeks to engage the McMaster community on issues pertaining to student health as they relate to the strategic priorities of the service (i.e. Sexual & Reproductive Wellbeing, Empowered Bodies, Substance Use, and Mental Wellbeing). These campaigns will be predicated on an anti-racist, anti-oppressive, and intersectional framework. Another component of this job is reviewing, maintaining, and contributing to the online and physical resource collection to ensure that the service has an up-to-date resource director.  Advocacy can take the form of large and small-scale campaigns, as well as contributions to public discourse and policy recommendations. All such advocacy work will be developed in close consultation with the SHEC Coordinator, the Events and Outreach Co-Executives, and the Promotions Coordinators. The Research and Advocacy Coordinator will supervise a committee of volunteers who will work toward the implementation of these campaigns and perform research to maintain the SHEC resource collection. In addition, the Research and Advocacy Coordinator will maintain partnerships with McMaster and community partners, and help establish SHEC amongst the broader McMaster community. |

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| **Major Duties and Responsibilities** | | | | |
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| **Category** | | **Percent** | **Specifics** | |
| Supervisory & Administrative Function | | 25% | * Chair the Research and Advocacy Committee * Aid in hiring and training volunteers * Work with the executive team to coordinate volunteers for events * Support the volunteers of the committee * Understand and advocate the needs of racialized and religious McMaster students | |
| Financial & Budgeting Function | | 5% | * Develop a budget for the committee alongside the SHEC Coordinator * Ensure that the budget for each campaign aligns with the service budget * Inform the SHEC Coordinator of all potential expenses * Retain any receipts indicating expenditure to ensure reimbursement | |
| Research and Advocacy Function | | 50% | * Research, create, and organize at least one educational campaign per month that relates to student health as outlined in SHEC’s strategic priorities * Contribute to and manage Diversity Week programming * Work with the Promotions Executive(s) to develop detailed and creative promotional plans for campaigns * Contribute to efforts in addressing concerns surrounding student health on campus * Perform research with help of committee to ensure that SHEC resources are up to date and valuable | |
| Communications Function | | 10% | * Network with clubs, services, and community partners to find partners and promote campaigns and events | |
| Other | | 10% | * Participate in various SHEC-wide campaigns * Be an active member of the SHEC Community * Support and attend SHEC events * Attend all executive and volunteer trainings * Participate in executive meetings as scheduled to provide regular updates to the executive team * Fulfill one general volunteer shift and one office hour shift a week * Be available to take supporting shifts if necessary * Provide transition to the incoming Research and Advocacy Coordinator * Responsible for completing a year-end transition report in a timely manner * Other tasks as delegated by the SHEC Coordinator | |
| **Knowledge, Skills and Abilities** | | |
| * Organizational and time management skills * Strong interpersonal skills * Awareness and understanding of topics associated with student health * Strong communication skills * Ability to lead a team and work with others to execute campaigns and workshops | | |

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| **Effort & Responsibility** |
| * Effort required to integrate various individuals and groups on campus so as to ensure an inclusive environment for all * Effort to think creatively * Effort required to plan and execute events * Responsible for maintaining an appropriate and positive image of the MSU * Maintain confidentiality of all people accessing the services of SHEC |

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| **Working Conditions** |
| * Most work can be completed in a shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Event planning experience is an asset * Participation in all SHEC sessions required (provided) * Previous experience working in an anti-racist, anti-oppressive environment is an asset |

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| **Equipment** |
| * Personal Computer |