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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Diversity Services – Community Events and Planning Committee Volunteer** |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | Diversity Services Events Coordinator(s) |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | Variable (2-4 hours per week) |

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| **General Scope of Duties** |
| The Community Events and Planning (CEP) Committee is responsible for the creation and delivery of programming and awareness events that build community and solidarity amongst the groups supported by Diversity Services. Throughout the academic year, members will work with committee coordinators to plan and execute events inclusive of, and beneficial for, students of all backgrounds and identities, with an intersectional focus on race, interfaith, and indigenous affairs. This will be done through an anti-racist, anti-oppressive framework.Volunteers will assist with the creation and execution of events. Volunteers must represent the MSU and Diversity Services in a responsible, professional and respectful manner while participating in events.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities  | 100% | * Help the Events Coordinators organize and plan community events that promote inclusivity and acceptance and celebrate campus diversityWork within an anti-racist and anti-oppressive framework when planning events
* Partake in the event idea-generation processSupport and participate in events organized by Diversity Services and its committees
* Help facilitate events as needed
* Responsible for helping promote campaigns, workshops, and events on social media channels
* Attend and actively participate in committee meetings as scheduled
* Maintain strong communication with the committee coordinator(s)
* Participate in events related to cultural diversity and diversity in general on campus
* Other duties as assigned by the Events Coordinator(s), Assistant Director, or Director
* Provide feedback on the service and its events, campaigns, and workshops
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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with Diversity Services is an asset
* Interpersonal skills required to interact with students and community members at events and committee meetings
* Communication skills
* Ability to work effectively with a team and as an individual
* Ability to follow instructions
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| **Effort & Responsibility** |
| * Effort required to integrate various individuals and on campus groups to ensure an inclusive environment during all events and campaigns
* Effort to think creatively
* Responsible for participating in events as required
* Responsible for maintaining an appropriate and positive image of the MSU
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| **Working Conditions** |
| * Shared office space
* Time demands may exceed stated hours of work, particularly preceding major events and activities
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| **Training and Experience** |
| * Participation in all Diversity Services training sessions required (provided)
* Previous experience working in an anti-racist, anti-oppressive environment is an asset
* Interest in event planning is an asset
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| **Equipment** |
| * Any equipment required for events will be provided
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