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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Diversity Services – Social & Political Advocacy Committee Volunteer** |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | Diversity Services Social & Political Advocacy Coordinator |
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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 Social and Political Advocacy (SPA) Committee is responsible for creating and implementing campaigns and workshops that seek to educate and raise awareness in the McMaster community. The advocacy will be carried out in the form of large and small-scale educational campaigns. Throughout the academic year, members will work with committee coordinators to plan and execute campaigns 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 development and implementation of these campaigns and workshops. Volunteers must represent the MSU and Diversity Services in a responsible, professional and respectful manner while participating in campaigns and workshops.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities  | 100% | * Assist the Social & Political Advocacy Coordinator to design and implement campaigns and workshopsWork within an anti-oppressive framework when designing campaigns
* Support and participate in events organized by Diversity Services and its committees
* Help facilitate campaigns and workshops 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 Social & Political Advocacy 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 topic 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
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| **Equipment** |
| * Any equipment required for campaigns and workshops will be provided
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