



Memo

From the office of...
Executive Board

To: Members of the Student Representative Assembly (SRA)
From: Sofia Palma Florido, Diversity Services Director
Subject: Events Coordinator Job Description Amendments
Date: June 08, 2021

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Background

As we move into a new academic year, Diversity Service's vision for promoting student wellness and community has been the integration of peer support as part of the Service's programming. For better understanding the needs of those who seek out identity-based peer support, we want to modify the Events Coordinator role to implement recurring community circles instead of the usual programming.

The modification of the role is done for two reasons. The first is to use an existing role to begin the process of peer support implementation within the Service in the form of "community circles". This should give us an idea of the efficiency, need, and scope of peer support implementation. The second, due to the virtual nature of the past academic year (and considering that virtual spaces will carry over still into the following academic years) we learned that sporadic events have little to no attendance. We find that better use of programming and resources (executives and volunteers) would be for community circles in which informal group peer support takes place.

The volunteer committee will have the option of having stand-alone events that are unrelated to peer support, however, these should be community-responsive and not planned to meet the minimum scheduled events requirement. These can take place in collaboration with the Social and Political Advocacy Committee as outlined in the Job Description (below).

Job Description



JOB DESCRIPTION

Diversity Services Community Events Coordinator(s)
September 1 to April 30 (Summer Preparation Required)
Diversity Services Assistant Director
Volunteer
8 hours per week, variable hours in summer

The Community Events Coordinator(s) are responsible for creating community circle events that build community and solidarity amongst the groups supported by Diversity Services. All programming will be built upon an anti-racist, anti-oppressive, and intersectional framework. The Community Events Coordinator(s) will (co-)supervise a committee of volunteers and will also work closely with the Social and Political Advocacy Coordinator to plan events for educational campaigns.

Category	Percent	Specifics
Supervisory Function	15%	<ul style="list-style-type: none"> • (Co-)Chair the Community Events Committee • Assist in hiring and training volunteers • Work with the executive team to coordinate volunteers for events • Support the volunteers of the committee • Understand and advocate on the needs of McMaster students

		<ul style="list-style-type: none"> • Contribute to efforts in addressing student concerns related to marginalization and oppression • Support volunteers after a peer support (community circle) session
Programming & Event Planning Function	50%	<ul style="list-style-type: none"> • Work alongside the Promotions Executive to develop promotional plans for events • Act as the primary point of contact for Diversity Services events • Work with the Diversity Services executive team and volunteers to generate ideas for community events • Execute space bookings and other logistical items • Confirm with the Director that appropriate event risk management forms have been submitted • Work with other campus groups and stakeholders to facilitate collaborative initiatives
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> • Develop a budget for the committee alongside the Director • Work with the Director to ensure that each event budget aligns with the service budget • Inform the Diversity Services Director and Assistant Director of all potential expenses • Retain receipts related to expenditures to ensure reimbursement
Communications Function	25%	<ul style="list-style-type: none"> • Maintain communication with International Student Services, Human Rights and Equity Services, and the Chaplaincy Centre • Maintain strong communication with the Diversity Director, Assistant Director, fellow executives, and volunteers • Contact the Promotions Executives in a timely manner to ensure enough time for promotional material to be designed and created at Underground Media + Design

		<ul style="list-style-type: none"> • Advertise events in an appropriate manner, including the use of appropriate MSU channels • Network with clubs, services, and community organizations to collaborate and consult on events
Other	5%	<ul style="list-style-type: none"> • Participate in at least one (1) PACBIC working group relevant to Diversity Services • Provide regular updates to the Diversity Services Director and Assistant Director • Participate in executive meetings as scheduled • Support and attend Diversity events • Provide transition to the incoming Events Coordinators • Other duties as assigned by the Diversity Services Director or Assistant Director

- Awareness and understanding of topics associated with Diversity Services is an asset
- Detail oriented
- Organizational and time management skills
- Ability to lead a team and work with others to execute events
- Strong interpersonal skills required for conflict resolution and mediation
- In depth understanding of current issues surrounding marginalization and oppression
- Strong communication skills
- Ability to coordinate others and take initiative to ensure successful completion of tasks

- Effort required to integrate various individuals and groups on campus so as to ensure an inclusive environment for all
- Effort required to think creatively
- Effort required to plan and execute events
- Responsible for maintaining an appropriate and positive image of the MSU

- Most work can be completed in a shared office space
- Time demands may exceed stated hours of work

- Event planning experience is an asset
- Participation in all Diversity Services Training sessions required (provided)
- Previous experience working in an anti-racist, anti-oppressive environment is an asset

- Use of Personal Computer

Detailed Updates

Job title: Diversity Services **Community** Events Coordinator(s)

*The title has been changed from Events Coordinator to **Community** Events Coordinator to specify the purpose of the events being community. This also emphasizes the significance of the community circles within the role's responsibilities.*

Description:

Summary: The Community Events Coordinator(s) are responsible for creating **community circle** events that build community and solidarity amongst the groups supported by Diversity Services. All programming will be built upon an anti-racist, anti-oppressive, and intersectional framework. The Community Events Coordinator(s) will (co-)supervise a committee of volunteers and will also work closely with the Social and Political Advocacy Coordinator to plan events for educational campaigns.

"Community circle" has been added for clarity's sake.

Supervisory Function:

- (Co-)Chair the Events Committee
- Assist in hiring and training volunteers
- Work with the executive team to coordinate volunteers for events
- Support the volunteers of the committee
- Understand and advocate on the needs of McMaster students
- Contribute to efforts in addressing student concerns related to marginalization and oppression
- **Support volunteers after a peer support (community circle) session**

The volunteers' wellness needs to be always ensured particularly during and after their involvement in peer support.

Programming & Event Planning Function:

- ~~• Create and implement a minimum of three events per term to promote racial, religious, and indigenous diversity and inclusion~~
- ~~• Contribute to and manage Diversity Week programming~~
- Work alongside the Promotions Executive to develop promotional plans for events
- Act as the primary point of contact for Diversity Services events
- Work with the Diversity Services executive team and volunteers to generate ideas for events
- Execute space bookings and other logistical items
- Confirm with the Director that appropriate event risk management forms have been submitted
- Work with other campus groups and stakeholders to facilitate collaborative initiatives

We have removed the event minimum to allow flexibility for the coordinators and committee to find a balance of events and community circles that is appropriate for them. This is especially so as peer support is still only being piloted this year. We have also removed the Diversity Week management responsibility as Diversity Week is no longer part of the year plan.