



## **JOB POSTING**

<b>Job Posting:</b>	<b>Center for Women and Trans People Coordinator</b>
<b>Positions Available:</b>	One (1)
<b>Position Type:</b>	Part-time/Contract
<b>Start Date:</b>	September 2, 2020
<b>End Date:</b>	December 31, 2020
<b>Rate of Pay:</b>	\$15.00 per hour
<b>Hours Per Week:</b>	15-20 hours
<b>Posting Date:</b>	August 19, 2020
<b>Closing Date:</b>	August 25, 2020 at 11:59PM

### **JOB DESCRIPTION:**

The Ryerson Students' Union (RSU) is currently seeking candidates to fill Part-Time Coordinator positions for the center for women and Trans people (CWTP). The Coordinators are directly supervised by the Equity and Campaigns organizer.

### **RESPONSIBILITIES:**

- Oversee the daily operations of the center.
- Recruiting and scheduling volunteers for the center
- Working with and providing support to diverse communities; Successfully  
Candidates will have a strong understanding of how to provide community care and how this may look differently to different folks and different communities.
- Responsible for maintaining a regular schedule, providing resources, information and peer support to community members.
- Coordinate posting and campaigns on social media platforms.
- Develop materials, reports, and training for the center.
- Develop community relations on behalf of CWTP
- Seek and develop potential partnership with the university and community organizations
- Assists in updating the website with up-to-date information on CWTP
- Develop campaigns and programming related to CWTP
- Hold virtual office hours

### **SUCCESSFUL CANDIDATES WILL POSSESS:**

- Previous experience working in an equity related field or organizations is an asset, however, not a requirement.
- Knowledge and experience working with LGBTQ2+ community
- Experience with campaigns and project development.
- Experience working with diverse communities to promote community building and community care.



- The ability to overcome challenging situations and lead a project from concept and planning through to successful completion.
- Can work independently with minimal supervision but is team-oriented.
- Effective verbal and written communication.
- Proven ability to work within deadlines and in an expedient manner.
- Ability to motivate others and recruit volunteers.
- Working knowledge of social media marketing
- Knowledge and understanding in creating safe and inclusive spaces.
- Must have a strong understanding of equity Issues
- Willingness to learn and grow.

**APPLICATION DEADLINE:** August 25, 2020 at 11:59PM

**APPLICATION PROCESS:**

Submit a resume and cover letter to:  
Equity Service Centers Hiring Committee  
Ryerson Students' Union  
Email: [jobs@rsuonline.ca](mailto:jobs@rsuonline.ca)  
55 Gould Street, SCC 311  
Toronto, Ontario M5B 1E9

**Who are we?**

The Ryerson Students' Union represents over 36,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. As the central students' union on campus, the RSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system.

For more information on the Ryerson Students' Union, please check out our website at [www.rsuonline.ca](http://www.rsuonline.ca).

Note: The Ryerson Students' Union is independently incorporated and autonomous from Ryerson University.

*The Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Trans people and women.*