



Job Posting: RyePRIDE Coordinators

The Ryerson Students' Union (RSU) is currently seeking candidates to assist with the overall delivery of the campaigns and events of RyePRIDE. The Coordinator is directly supervised by the Equity and Campaigns Organizer

Positions Available:

- **Events and Campaigns Coordinator:** One (1)
- **Volunteer and Community Engagement Coordinator:** One (1)

Start Date: September 5th, 2019
End Date: April 26, 2020
Rate of Pay: \$15.00 per hour
Hours Per Week: 15 hours
Posting Date: August 21, 2019
Closing Date: August 28, 2019

These positions are open to students that qualify for the Career Boost (WorkStudy) Program and the International Student Services Work Experience Program (ISSWEP). **These positions are also open to Students who DO NOT qualify for either programs.**

Criteria for Career Boost (WorkStudy)

- Applied and eligible to receive OSAP for FW 2019-20.
NOTE: Applicants do not have to take the OSAP loan. The OSAP application process is used to assess need. Applicants are encouraged to apply for OSAP to ascertain need as soon as possible.
- Returning to school as full-time in FW 2019-2020.
- Have a minimum 1.67 CGPA with clear academic standing on their last grade report. Students cannot be on academic probation.
- Received Career Boost (Work Study) approval for FW 2019-20 year.

Criteria for ISSWEP

- Hold a valid study permit from Citizenship and Immigration Canada (CIC) authorizing their full-time study at Ryerson University.
- Be officially registered in a regular undergraduate program of study and taking at least 60% of a full course load each semester. Students with permanent disabilities must be enrolled in at least 40% of a full course load each semester.
- Have a minimum 1.67 CGPA with clear academic standing on their last grade report. Students cannot be on academic probation.
- Received ISSWEP approval for FW 2018-19 year.

Volunteer and Community Engagement Coordinator

RESPONSIBILITIES:

- Coordinates volunteer recruitment, orientation, training and retention
- Responsible for outreach and promotion of RyePRIDE
- Organizes the work of volunteers and their participation in events that promote RyePRIDE
- Coordinates and chairs volunteer meetings and maintains a volunteer database
- Organizes outreach opportunities, including but not limited to tabling, class announcements, postering, etc.
- Builds a network with other student-based queer and Trans organizations and community groups for the purpose of development, promotion and collaboration
- Maintains and updates the community resource listings and seeks out new promotional information from on and off-campus community groups
- Coordinates and develop the RyePRIDE social media strategy
- Develop monthly newsletters for volunteers and community members
- Assists in updating the website with up-to-date information on RyePRIDE volunteer opportunities and community resources
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment
- Responsible to review and make recommendations to RyePRIDE policy & procedures
- Work closely with the **Event and Campaign Coordinator** to ensure the success of RyePRIDE programming and development.

Events and Campaigns Coordinator

RESPONSIBILITIES:

- Organize, develop and coordinate all social events and workshops for RyePRIDE members
- Organize Winter Pride activities and prepare for Spring Pride programming
- Organize joint events with other on and off-campus community partners
- Develop and implement fundraising strategies for events
- Develops and organizes advocacy and education programming and campaigns
- Develops campaigns, materials and events that generate awareness about homophobia and transphobia, and the barriers for members of the queer and trans communities
- Develops educational events for Winter Pride Week
- Liaises with Positive Space Ryerson, the All-Gender Washroom campaign and other working groups on and off-campus
- Responsible for the implementation of other appropriate campaigns that RyePRIDE agrees to endorse
- Assists in updating the website with up-to-date information on RyePRIDE events, workshops, campaigns, campus resources and accessible terminology
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment
- Responsible to review and make recommendations to RyePRIDE policy & procedures
- Work closely with the **volunteers and community engagement Coordinator** to ensure the success of RyePRIDE programming and development.

SUCCESSFUL CANDIDATES WILL POSSESS:

- Ability to overcome challenges and Coordinator a project from concept and planning through to successful execution
- Experience with community development, event planning and developing promotional material
- Can work independently with minimal supervision but is team oriented
- Ability to work with a diverse group of people
- Strong organizational skills
- Effective communication, both verbal and written
- Proven ability to work within deadlines and in an expedient manner
- Ability to motivate others and recruit volunteers
- Knowledge and understanding of Equity issues and creating inclusive spaces

- Must be a student at Ryerson University and returning to school full time in Fall 2019

**Interested candidates should submit a resume and cover letter
PRIOR TO August 28th, 2019**

RyePRIDE Coordinator Hiring Committee
Ryerson Students' Union Email: jobs@rsuonline.ca
55 Gould Street, SCC 311 Fax: 416-979-5260
Toronto, Ontario M5B 1E9

(If sending a "soft-copy" of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

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.

Note: The Ryerson Students' Union is an 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 color, persons with disabilities, members of the queer community, Trans people and women.