



Ryerson Students' Union

Job Posting: Trans Collective

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

Positions Available:

- **Events and Campaign Coordinator:** One (1)
- **Volunteer and Community Coordinator:** One (1)
- **Communications and Outreach Coordinator:** One (1)

Rate of Pay:	\$15 per hour
Start Date:	September 5 th , 2019
End Date:	April 26 th , 2019
Hours per week:	15 hours per week
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.

WORK OVERVIEW

The primary responsibility of the selected applicants is to organize, prepare and develop fall operations for the Trans Collective, specifically planning events and campaigns for the Trans Week of Awareness, Trans Day of Remembrance, and the All-Gender bathroom campaign. The candidates will also assist with Equity Service Centre community outreach, correspondence with campus stakeholders, and office administration.

The Coordinators are directly supervised by the Equity & Campaigns Organizer and will work closely with the Executive Director and Executives.

Communications and Outreach Coordinator

RESPONSIBILITIES

- Co-Chair the Trans Collective of the Ryerson Students' Union
- Coordinate events and programs in partnership with the Trans Collective such as the Fall & Winter Celebrating Trans Activism panels, Trans Day of Remembrance and Queer & Trans Histories Week
- Develop fundraising plans to ensure production of Trans Collective initiatives
- Assist in collaborations with on and off-campus community partnerships
- Assists in updating the website with up-to-date information on the Trans Collective
- Assists in the coaching & training of new volunteers
- Assists in outreach and promotion of the Trans Collective
- Coordinates social media postings and outreach
- Coordinate campaigns and advocacy initiatives of the Trans Collective, including but not limited to the All-Gender Washrooms and Change Rooms Campaign, Challenge Transphobia and Cissexism, and general informational campaigns on creating trans inclusive spaces
- Meet and advise campus groups, departments and administrators on trans inclusion policies, structures and trainings

- Coordinate workshops and seminars regarding trans inclusion in academic and non-academic spaces
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to create a trans inclusive space in the Equity Service Centers
- Responsible to review & make recommendations to Equity Service Centre & Ryerson Students' Union policy

Volunteer and Community Engagement Coordinator

RESPONSIBILITIES:

- Coordinates volunteer recruitment, orientation, training and retention
- Responsible for outreach and promotion of Trans Collective
- 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 TansCollective 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 the Trans Collective members
- Organize Trans Awareness month
- 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 Trans awareness month
- 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 TansCollective agrees to endorse
- Assists in updating the website with up-to-date information on TansCollective 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 TansCollective policy & procedures

Work closely with the **volunteers and community engagement Coordinator** to ensure the success of the TansCollective 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, intersectionality and creating inclusive spaces

- Experience as a Trans Collective volunteer is an asset
- 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**

Trans Collective Hiring Committee

Ryerson Students' Students Union Email: jobs@rsuonline.ca

55 Gould St, Student Centre, SCC208,
Toronto ON 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.

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.