

	<b>Acadia Students' Union Job Description</b>	
	<b>Section: GV-2018-06</b>	<b>Pages: 2</b>
<b>Position: Acadia Pride Coordinator</b>		
<b>Location: SUB 506 Department: Student Life</b>	<b>Reports to: Vice President Student Life</b>	<b>Coverage: Incoming Coordinators</b>

## 1.0 Acadia Pride

Acadia Pride is aimed at providing an outlet for lesbian, gay, bisexual, trans-gendered, two-spirited, and queer (LGBT2IQ+) individuals, as well as their friends and allies. Acadia Pride provides support for students, staff, and faculty dealing with issues related to sexual orientation and gender identity. It aims to build an inclusive community within Acadia University, and promote its many goals including creating awareness of issues surrounding sexual orientation and promoting an open and safe atmosphere at Acadia University by breaking down the walls of homophobia, transphobia and other related issues.

## 2.0 Coordinator Position Overview

The Acadia Pride Coordinator is responsible for ensuring the comfortability and safety of students through their work in, and surrounding, the Peer Support Centre. Through their inclusive events and advocacy, the Acadia Pride Coordinator creates an atmosphere of support, openness and enthusiasm for all students when administering programming and services.

## 3.0 Key Position Requirements

*The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.*

- i. Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii. Shall hold a minimum of three (3) office hours per week;
- iii. Shall enforce the organization's constitution;
- iv. Shall be the primary officer responsible for recruiting new members;

- v. Shall sit on the Campus Representation Committee
- vi. Shall organize and facilitate regular meetings of the organization;
- vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office; and
- ix. Shall present a monthly report to the ASU Vice President Student Life

#### **4.0 Events and Activities**

Acadia Pride holds at least two major events per month and have weekly meetings, both of which the Coordinator has a hand in helping with. Examples of previous events organized by Acadia Pride are the annual Pride Walk, movie nights, and more, with the frequent and collaborative involvement of other Internal Organizations.

#### **5.0 Miscellaneous**

Acadia Pride works to create and maintain a safe and positive environment for the LGBTQIA+ identified students and staff of Acadia through in-person contact, social media, Peer Support Centre initiatives and more.

#### **6.0 Statement of (Minimum) Qualifications**

##### Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

##### Skills

- Strong organizational, time management, and communication skills;
- Demonstrated ability to respond creatively and actively under pressure;
- Programming and event planning skills;
- Experience in project planning and collaborative activities;
- Experience both working as part of an effective team and independently

#### **7.0 Attachments**

None