

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS28 - Resource Coordinator

DEPARTMENT NAME: University of Victoria Students' Society, Pride Collective

CONTACT NAME: Peter Underwood

JOB DESCRIPTION:

The Resource Coordinator is responsible for ensuring that the Pride Collective's resources are up-to-date and available in the Centre, and that services function smoothly. Specifically, the Resource Coordinator will be responsible for:

- Maintaining and making available print materials (to UVic Pride and campus and local organizations).
- Ensuring the Collective's Safer Sex Supplies are stocked, inventoried, and made available.
- Develop and maintain cost-effective and useful safer-sex supplies and harm-reduction materials in the Pride Centre.
- Develop, through consultation, resources to meet the needs of all queer and/or trans persons, and particularly the needs of trans women and transfeminine persons.
- Propose new resources or initiatives to fulfill unmet needs.
- Maintaining and updating the physical and digital materials of our resources and initiatives.
- Processing orders for resources that we make available and communicating with resource users.
- Fulfilling the duties above within the program budgets.
- Consulting with the rest of the Pride Collective and other service providers on issues regarding resources.
- Attend collective and committee meetings, as required.
- Other relevant duties as discussed with the Supervisor and agreed to by the Resource Coordinator.

QUALIFICATIONS:

- Excellent organizational, interpersonal, and communication skills.
- Ability to work well both collectively and independently to achieve goals and meet deadlines.
- Ability to work comfortably with computers (Mac OS X and Microsoft Office for Mac).
- Experience with Adobe Creative Suite is an asset, but not required.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

- Experience with budgeting is an asset, but not required.
- Previous experience or strong interest in anti-oppressive organizing practices.
- Strong understanding of gender and sexual diversity and specific needs of queer and trans communities.
- Preference will be given to trans and/or gender-variant applicants.

UVic Pride will provide training/orientation as well as mandatory anti-oppression training. Other training opportunities will be made available as needed.

The UVSS is an equal opportunity employer. UVic Pride works to create spaces that are inclusive, respectful and welcoming. Only those selected for an interview will be contacted directly. Discussion of accommodations required for employment is welcomed.

JOB LOCATION ON-CAMPUS: UVic Pride Office – Student Union Building B010.

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 135

HOW TO APPLY: Bring a printed resume and cover letter to the Pride Collective mailbox in Student Union Building General Office (room B128) **OR** send an e-mail with attachments to pride@uvic.ca with “WORK STUDY POSITION - COMMUNICATIONS” in the subject line.

****Include the number of work study hours you are approved for in the cover letter.****