



Algoma University Students' Union LOCAL 82 CFS

PROGRAM COORDINATOR

1 YEAR CONTRACT/STAFF

Remuneration: \$18/Hour 40 hours/week + benefits

AUSU is seeking a Program Coordinator, a one-year contracted staff position whose purpose is to aid in the launch of an Equity Resource Centre, provide planning and execution support for advocacy and equity campaigns & events, in addition to the supervision of placement students for related AUSU services.

The Algoma University Students' Union (AUSU) is a not-for-profit corporation committed to ensuring that the university experience for students is fulfilling, safe and enjoyable. AUSU resides on the Algoma University Main Campus located in the City of Sault Ste. Marie, Northern Ontario's fastest growing university committed to giving students a quality post-secondary education. AUSU exists to provide students representation in the Academic sector and we offer a variety of services that contribute to a stronger local community. An organization ran by students for students, we work to ensure that students' voices are recognized. Aside from our role in advocacy on a variety of student-related issues, we also provide a number of services and events, many are extended to community members. Our main service offerings include a student health & dental insurance plan, academic council representation, a community food bank & garden, newspaper, podcast radio and a free internationally recognized discount card service. We host a number of events throughout the year at our SpeakEasy Campus Pub as well as at other venues in the community. We are undergoing renovations to expand existing student spaces and develop new ones that will encourage community engagement and interactions as well as provide safe spaces for marginalized and vulnerable groups that reside here. The purpose of this Capital Infrastructure project is to enhance student life and the overall post-secondary experience, support enrollment growth for Algoma University, and attract newcomers to the region of Northern Ontario.

The duties and responsibilities of the shall include but not be limited to:

- The primary goal of this position is to establish a Peer ran support centre/hub of student services that strives to build a community of people and ideas that challenges and examines gender-based inequalities and LGBTQ-related issues, celebrates multiculturalism, promotes inclusion and equity, in addition to developing a safe space for victims of sexual violence, harassment, discrimination and domestic abuse to gain access to community support services.
- Determine what resources are needed to launch the centre and maintain daily operations. Work with GM and Finance Coordinator to determine budget and staffing needs.
- Work with Communications Officer to develop a branding and outreach strategy
- Attend committee meetings where necessary to collect and disseminate relevant information that will help develop the project
- Research similar centres/hubs at other colleges, universities and student associations to generate ideas, concepts and frameworks that speaks to the unique demographics of AU
- Conduct consultations with AU student body and student groups such as WUSC, Pride of Algoma, Mother's of Algoma U, Academic Strategist and engage with AUSU Councillors to determine need of constituents
- Meet with Health Services, Experiential Learning, Social Work and CESD Academic Heads to discuss and develop clear goals and service offerings for the Centre and to explore cooperative learning opportunities
- Determine which services fall within and outside of the scope of the Equity Resource Centre

- Meet with architect to conceptual design of space. Give architect feedback from the student, staff and faculty consultations.
- Gather information on government legislation, AU policies that may influence how the centre operates; in addition to those that affect marginalized and vulnerable persons.
- Look for grant and funding opportunities that can help offset start-up and on-going operational and outreach costs
- Work with AUSU Academic Strategist to optimize mediation and conflict resolution services.
- Be an advocate at Algoma University to create a welcoming, safe, open environment, free of discrimination and racism when necessary
- Provide direction and support for AUSU Executive to execute informational sessions/workshops, educational programming and events to increase outreach and promote the service
- Assist with developing a mentorship program to educate, reduce stigmas and increase outreach; instill confidence and increase interest in career opportunities in equity & inclusion, and peer support work
- Supervise and provide direction in conjunction with the Executive Director to placement students in social/equity service operations, research and/or policy work for AUSU

Other Duties

- Shall serve a minimum of forty (40) hours per week in the AUSU office during the summer/fall and winter semesters
- Shall perform any other duties that are in the best interest of AUSU as approved and/or mandated by the Board, its By-laws, policies, and/or members.

Qualifications

- Post Secondary Degree in Social Work, Community Economic & Social Development, Psychology, Business Management or Equivalent preferred
- Minimum 1-2 Years of experience working in a related field
- Must be eligible to legally work in Canada
- Experience in a supervisory role and team leadership skills
- Comfortable working independently, remotely and in an office setting
- Preference will be given to recent Algoma University Graduates and/or Northern Ontario Residents

How to apply:

If you are looking for a challenging and deeply rewarding opportunity and you believe you meet the requirements to be successful in this role, please submit **a cover letter and resume via email** to studentunion@algomau.ca by **Friday January 15, 2021 at 4pm.**

This two-year contract position offers a Competitive Base Wage of \$18/Hour for 40 hours a week, a flexible work environment and an Extended Healthcare & Dental Benefit Package. A contract extension will be considered based on performance. Only those advancing to the interview stage will be contacted.