

want to flex your
social justice muscles?

The CSU is hiring.



Capilano Students' Union

Position title: **Inclusion & Diversity Program Coordinator**
Classification: Government-funded employee
Rate of pay: \$15.00 per hour (+16% in lieu of benefits)
Hours: 30 hours per week
Term: April 18 – June 12, 2017
Reports to: General Manager

Job description

The Inclusion & Diversity Program coordinator is responsible for assisting the Capilano Students' Union (CSU) with the development and launch of an Inclusion & Diversity Program covering all CSU spaces, and for communicating to the CSU and the university community about how creating safer spaces reduces barriers for students from visible and invisible minorities.

While the Inclusion & Diversity Program coordinator ultimately reports to the general manager, our organizer is going to be providing day-to-day supervision and coordination as the project's sponsor.

Duties and responsibilities

In particular, the Inclusion & Diversity Program coordinator shall have the following duties and responsibilities:

- Create a brief program guide to explain the program to CSU and university communities.
- Create training tools to induct new community members into the program.
- Deliver train-the-trainer workshops to carry the program into the 2017-2018 academic year.
- Create communications for staff and the board on maintaining the program.
- Assist in organizing a launch event for the Inclusion & Diversity Program.

Alongside their coworkers, the Inclusion & Diversity Program coordinator is also expected to:

- Share general office duties with other staff members.
- Work safely, in accordance with our health and safety program.
- Handle personal information in accordance with our privacy policy.
- Perform other duties as directed by the general manager.

Qualifications

- Previous experience in social justice and anti-oppression work.
- Personable, professional, and well-organized.
- Ability to work independently, or as part of a team, as needed.
- Excellent written and verbal communication skills.
- Knowledge about the Capilano Students' Union would be an asset.

Program requirements

This student position is made possible by financial contributions from the Canada Summer Jobs program. Applicants must be between the ages of 15 and 30 on April 18, 2017; must have been a full-time student in the 2016-2017 academic year, and intend to return full-time for the next academic year; and must have citizenship, permanent residence, or be under refugee protection.

How to apply

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Students with disabilities, Indigenous students, and students from visible minorities are encouraged to self-identify during the application process. Our employees are represented by CUPE 1004, in a unionized work environment. Applicants must be available for interviews during business hours on April 3, 4, or 5.

Please submit a cover letter and résumé to the attention of Chris Girodat, General Manager, at [hiring@csu.bc.ca](mailto: hiring@csu.bc.ca). Please include the subject header "Search: Inclusion & Diversity Program Coordinator" in all of your correspondence to us.

Please apply by 11:59 p.m. on March 19, 2017