BLACK HISTORY MONTH 2018 WORK STUDY POSITION

POSITION TITLE: Black History Month Assistant Coordinator

POSITION LOCATION: Montreal, Quebec

DESCRIPTION OF HOST ORGANIZATION: The Social Equity and Diversity Education (SEDE) Office provides information and education to all areas of the University in order to create safer and more inclusive learning, living, and working environments. Through workshops, trainings, events, programs and community-engaged learning, SEDE aims to share resources and better foster equity and diversity across the McGill community.

DESCRIPTION OF EVENT: Black History Month 2018 will be a full month of celebration and recognition of Black history at McGill, in Montreal and across Canada. Diverse Black contributions and experiences will be shared through educational and creative events, panels, workshops, activities and more. Black History Month 2018 will be a cross- collaborative initiative involving individuals and partners within the university and local communities in order to represent and capture Blackness in all its beautiful diversity.

RESPONSIBILITIES:

- Support SEDE’s Equity Educational Advisor (Anti-Racism & Cultural Diversity) with the visioning and organizing of Black History Month 2018 at McGill University
- Co-lead a planning committee to support with the visioning and organizing
- Create or seek out artists to create promotional materials for Black History Month 2018
- Support with contacting and booking guest speakers, panelists, facilitators and artists
- Facilitate outreach to Black professors and faculty at McGill and at other local universities
- Network with Montreal’s diverse Black communities to discover creative ways of collaborating and highlighting significant contributions
- Assist with securing funding from partners and organizations to use towards Black History Month 2018
- Manage the social media accounts for Black History Month 2018 and share relevant information via SEDE’s social media accounts
- Coordinate and manage the volunteers for Black History Month 2018

DURATION: September 25th 2017 – April 13th 2018 (approximately 30 weeks)

HOURS AND RENUMERATION: $15 per hour at 10 hours per week (on average) + 4% benefits. Note that hours in February will increase and include evenings and weekends. The final schedule will be co-determined upon hiring.

REQUIRED QUALIFICATIONS:

- Relevant experience in organizing such as events, campaigns and/or conferences
- Knowledge of McGill stakeholders, offices and internal structures is an asset
- Understanding of a feminist and anti-oppressive framework and approach to organizing
- Lived experience and/or relevant experience working in and with Black communities
• Experience in communications, outreach and engagement, and promotion through social media/networking sites, other forms of media, and word-of-mouth
• Bilingualism
• Proficiency in the use of Microsoft Office, Minerva, Internet, and social media applications
• Strong interpersonal skills, high degree of organizational and planning skills, ability to work independently
• Innovative, dedicated, critical
• Ability to work with people from diverse backgrounds, experiences and types of knowledge

ELIGIBILITY: Only students who qualify for work-study AND are Arts students under the Arts Undergraduate Society of McGill University (AUS) will be eligible to apply for this position.

APPLICATION DEADLINE: September 14 2017 at 5:00 PM

HOW TO APPLY: Students must submit electronic applications by e-mail:

Please submit your application by e-mail to shanice.yarde@mcgill.ca from your official McGill e-mail address. We will only consider applications received from students’ official McGill e-mail accounts. Your application should include your Cover Letter and CV.

Guidelines: Please submit your CV and Cover Letter together in one document. Please use the following file-name format:

FirstName.LastName.CV (e.g. Carter.Woodson_CV.doc or Carter.Woodson_CV.pdf)

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification.

FOR MORE INFORMATION OR SUPPORT WITH THE APPLICATION PROCESS, PLEASE CONTACT:

Shanice Yarde
Equity Educational Advisor (Anti-Racism & Cultural Diversity)
Social Equity and Diversity Education (SEDE) Office
McGill University
3610 McTavish Street
shanice.yarde@mcgill.ca
514-398-2176