EMPLOYMENT OPPORTUNITY (Social Equity and Diversity Education Office, McGill University)

POSITION TITLE: Project Coordinator (Café Collab: Student Services)

POSITION CONTEXT: Cafe Collab provides a much-needed space for students and staff to foster inclusive spaces and work together around issues facing marginalized student populations and collaborate on possible solutions through creative community-building activities. Students from populations identified as experiencing lower levels of engagement with Student Services are given digital media production tools and a workshop space to investigate, analyze, and present their concerns directly to staff from Student Services over a collectively prepared meal. From each Café Collab, a feedback and action report is created, identifying possible ways for Student Services to incorporate community feedback into service provision. At the end of the year, the broader McGill community is invited to engage with the issues discussed over the year with an exhibition of the media created. This project directly responds to strategic objectives raised in consultation with various Student Services as well as the SEDE Office including accessing a broader range of student voices, fostering collaboration across units, and building community.

The Project Coordinator will oversee all aspects of the second year of the Student Services stream of the project, including developing plans, reports, and reaching out to and networking with various student, staff, and faculty stakeholders. The Project Coordinator will coordinate all of the logistics of the project including the monthly dinners, community needs assessments, feedback and action reports, year-end exhibitions and workshops in collaboration with the Participatory Cultures Laboratory in the Faculty of Education. Finally, the Project Coordinator will also provide recommendations for how the project should continue to run and identify possible funding for future years. This position is funded by the Student Services Innovation fund through the Scholarships and Student Aid Office (SSAO), however the Project Coordinator will be located within McGill’s Social Equity and Diversity Education (SEDE) Office.

DUTIES:
Responsibilities include:

- Identifying, meeting with, and soliciting the participation of various Student Services units
- Identifying, reaching out to, and networking with Student groups, associations, and the broader student community to solicit participation in the project
- Establish the investigative prompts for each month’s Café Collab in collaboration with staff and student stakeholders
- Coordinate with stakeholders in the Faculty of Education to organize and deliver media-making workshops for participants
- Coordinate and organize all logistics of the monthly collectively-prepared dinners and screenings and year-end exhibition
• Coordinate the production of a feedback and action report for each Café Collab, liaising with Student Services to identify possible ways for incorporate community feedback into service provision
• Maintain consistent reporting on rates of participation, including the creation of feedback surveys, and other statistics as needed
• Coordinate and organize all logistics for the end of the year exhibition of the media created
• Identifying and applying to funding sources to continue to project beyond the two year term
• Advertising the Café Collab series through social media, written media, informal channels, and other mediums as necessary

**DURATION**: Approximate start date of September 2017, with the possibility of renewal

**HOURS AND REMUNERATION**: 20 hours per week, $20 per hour + 4% vacation pay and 3.6 legal holiday compensation

**REQUIRED QUALIFICATIONS:**

- Relevant experience (1-2 years) in the field of social services (management, organisation, fundraising, etc.)
- Strong interest in, and knowledge of, equity and diversity issues
- Excellent oral and written communication skills
- Strong Experience facilitating workshops, discussions, and/or community events
- Research experience
- Organizational skills and the ability to work autonomously
- Ability to navigate and experience working with different McGill constituencies, particularly students and student groups  Innovative, motivated, and analytical
- Knowledge of challenges faced by members of marginalized communities at the University, particularly knowledge gained through lived experience
- Proficiency in the use of Microsoft Office, internet and social media applications.
- Bilingualism (French & English) is a strong asset

**HOW TO APPLY:** Please send CV and cover letter to equity.diversity@mcgill.ca by 5pm September 18th

_**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:
[Equity.diversity@mcgill.ca](mailto:Equity.diversity@mcgill.ca) | 514-398-5645