JOB DESCRIPTION

Position: Seniors Coordinator

Description:
The Seniors Coordinator is responsible for coordinating and facilitating UR Pride Centre’s new seniors programming.

Reporting:
The Seniors Coordinator reports to the Operations & Programs Manager

Qualifications:
- Knowledge of the current issues relating to 2SLGBTQ+ individuals and communities, including trans people;
- Experience in planning or running events or programs;
- Experience working facilitating discussions or groups;
- Confidence in public speaking;
- Strong organizational skills;
- Effective verbal and written communication skills (English);
- Able to work with a team and alone;
- Able to work flexible hours;
- Lived experience as a 2SLGBTQ+ senior will be considered an asset;
- Relationships with existing seniors groups and organizations will be considered an asset; and
- Knowledge of Google Products, including Gmail, Drive and Calendar will be considered an asset, but we are willing to train the right candidate.

Responsibilities:

Support Groups
1. Planning and facilitating a 2SLGBTQ+ Seniors Support Group every other week, and a Trans Seniors Support Group every other week.
2. Offering referrals and providing peer support to individual seniors in Regina.
3. Promoting Support Groups to seniors in Regina.

Events
1. Plan and host a monthly social event for 2SLGBTQ+ seniors in Regina.

Community

Admin & Campus Location:
Rm. 225 • Riddell Centre
University of Regina
Regina, SK

Mailing Address:
c/o URSU
3737 Wascana Parkway
Regina, SK S4S 0A2

SPACE Community Hub:
2139 Albert Street
Regina, SK S4P 2V1
www.space.lgbt
1. Chairing the Seniors’ Advisory Committee and hosting meetings every two months.
2. Responding to community requests, and offering advice and support to other community organizations.

General
1. Address communications in a timely manner.
2. Maintain positive working relationships with community groups with similar mandates.
3. To provide leadership to the volunteers in maintaining a positive work environment.

Term, Location, Hours of Work and Wage:

With support from the City of Regina’s Social Development Grant, this term will last from June 1st 2020 to April 31st 2021. There is a possibility of extension with additional funding. The successful candidate will be invited to work from home or at one of two UR Pride Centre locations.

Hours of work are flexible, however the successful candidate will be expected to work about 6 hours per week. The hourly wage for this position is $17 per hour (following the Canadian Centre for Policy Alternatives’ Living Wage Report).

To Apply:

Send a resume and cover letter outlining your interest in this role and any pertinent lived experience that may help inform your work by May 22nd 2020 at 5:00pm to our Executive Director at executive.director@urpride.ca.

If a verbal application is preferred over a written application, a candidate may submit an audio or video resume and cover letter to the same address.

If you have any questions about this role or how to apply, feel free to contact our Executive Director over email or phone at 306-519-4733.
Equity Statement:

UR Pride recognizes how oppressive structures such as racism, sexism, cissexism, and heterosexism may cause systemic barriers for people when gaining employment. For this reason, UR Pride strongly believes in equitable employment that prioritizes the hiring of those who are a part of equity groups.

We invite any applicant to a job at UR Pride to indicate their experience as a member of any of the following equity groups. You can find our full commitment to Equity in Hiring at [www.urpride.ca/work](http://www.urpride.ca/work).