Employment Opportunity
Graduate Student Association - University of Waterloo

Job Title: Equity Coordinator
Department: Graduate Student Association – University of Waterloo
Reports To: GSA Vice President of Advocacy
Jobs Reporting: Executive Support Staff
Salary Grade: $26 per hour (6 hours per week)
Vacation Entitlement: 4% vacation pay included as part of the regular pay
Effective Date: August 28, 2023
End Date: August 31, 2024 (renewable with satisfactory performance)

Primary Purpose
The Equity Coordinator will co-lead the GSA-UW’s Equity Strategy and advocacy initiatives, alongside the Vice President of Advocacy, with feedback and guidance from the Vice Presidents and President. Initiatives will include promoting gender and racial equity on campus, and advocating for graduate students that are racialized, Black, Indigenous, disabled (a term covering a broad range and degree of conditions), and/or members of the 2SLGBTQIA+ community.

Key Accountabilities
- Advocate for on-campus initiatives and funding to support equity and inclusion
- Provide the Wellness Coordinator support in confidential advising appointments
- Work with the Vice President of Advocacy to organize and deliver programming and events focused on, but not limited to, gender and racial equity
- Support the creation of community spaces for racialized, Black, Indigenous, disabled, and/or 2SLGBTQIA+ graduate students
- Work with on-campus (e.g., AccessAbility Services, Equity, Diversity, Inclusion, & Anti-Racism Office, QT-Wellness) and off campus stakeholders to develop programs and services for graduate students
- Develop social media graphics for equity-related observance days and holidays
- Deliver presentations to provide GSA-Council and campus partners (e.g., Graduate Student and Postdoctoral Affairs) updates on GSA-UW’s ongoing equity initiative
- Participate in relevant campus committees, as determined by GSA President and/or Vice President of Advocacy

Required Qualifications
- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 year of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo
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- Must be able to demonstrate knowledge of equity issues and initiatives pertinent to a student association, graduate education, Waterloo Region, and Canada.
- Must approach gaps in knowledge with humility, and be willing to learn and grow alongside the GSA-UW team and staff
- Must have excellent attention to detail
- Must have excellent written and oral communication skills
- Demonstrate proven ability to work with and build relationships with internal and external partners

Diversity and Equity
The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.