

## Title: Pride Center Manager

### Purpose:

The purpose of this position is to oversee the operations of the MSVUSU Pride Centre, including all volunteers, programming, resources, and services provided. They promote services and resources available in the Pride Centre to the Mount Community and maintain its physical space and resources.

### Job Classification:

Level 2

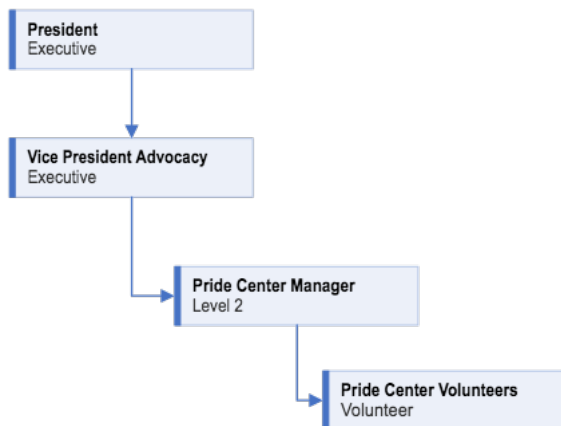
### Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 14%.

This position is part-time, with a maximum of 15 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### Reporting and Supervision:

This position reports to the Vice President Advocacy and supervises Pride Center Volunteers.



### Duties and Responsibilities:

Only persons who identify as members of the 2SLGBTQIA+ community are eligible for this position.

#### *Essential Duties*

Oversee all aspects of the Pride Center's operations, including managing volunteers, developing programming, educational campaigns, and service provision.

Create and establish a schedule of operating hours for the Pride Center, including regular office hours, social events, and programming, as well as the necessary staffing levels for each.

Manage Pride Center resources, including budget and inventory.

Maintain a safe and inclusive environment for all students by promoting a culture of acceptance, openness, and understanding on campus.

Manage the Pride Center's volunteer program by maintaining a comprehensive database of volunteer information and screening, recruiting, and managing potential volunteers. Provide necessary support and supervision to volunteers through on-site training, feedback, and recognition. Keep accurate records of volunteer activities and maintain regular communication to ensure they are engaged and informed. Regularly review and update volunteer training processes to ensure they are effective.

#### *Other Duties*

Raise awareness of the Pride Center among Mount students by creating and implementing promotional campaigns and initiatives that highlight the services and resources available.

Collaborate with different university departments on specific projects aimed at increasing awareness and knowledge about the 2SLGBTQIA+ community and related issues.

Collaborate with MSVU Counselling Services to ensure patrons have access to relevant and up to date information on available mental health supports, and to schedule and promote councillor office hours in the Pride Center.

Plan and carrying out awareness campaigns that align with 2SLGBTQIA+ observances recognized globally throughout the year.

Organize plan and execute special events, including the Queer (2SLGBTQIA+) Prom which is held near the end of the winter term each year.

#### *Key Responsibilities*

Collaborate with the VP Advocacy and the Students Representative Council's 2SLGBTQIA+ Representative to establish goals for the growth of the Pride Centre, as well as to create and promote regular educational awareness campaigns that address 2SLGBTQIA+ issues and demographics.

Maintain confidentiality of patron information.

Ensure that the Pride Center space is maintained in good condition and is always presentable.

Immediately report any maintenance requests related to the facilities, including pest removal, to ensure timely resolution and minimize disruptions to Pride Center operations. In case of equipment failures, report them promptly to the appropriate person for repair or replacement.

#### *Governance and Service*

Attend monthly service managers meetings and collaborate with other services on projects as appropriate.

Attend and actively engage in all Accessibility and 2SLGBTQIA+ Working Group Meetings and be willing to participate in other committees or working groups as needed.

Create service reports and submit them to the VP Advocacy as necessary, including before each Students' Representative Council meeting, and before the semi-annual and annual general meetings.

Assist in implementing the strategic plan by evaluating the Pride Center service and identifying areas that require improvement to meet the plan's objectives.

**Required Qualifications:**

Only persons who identify as members of the 2SLGBTQIA+ community are eligible for this position.

*Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

*Experience*

Some experience working with the 2SLGBTQIA+ community.

*Knowledge, Skill, and Abilities*

Strong understanding and knowledge of general 2SLGBTQIA+ issues and the ability to apply this knowledge to effectively manage the center and support its members.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and volunteers, and create a welcoming and inclusive environment.

Knowledge of relevant policies, laws, and regulations related to 2SLGBTQIA+ issues and the ability to stay current on new developments and trends in the field.

Strong communication skills, written and verbal abilities.

Proficiency in using various software and technology tools, such as database management systems, office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

*Behavioural Competencies*

Passion for and commitment to addressing issues impacting the 2SLGBTQIA+ community and related social justice issues.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Integrity and ability to maintain confidentiality.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

**Preferred Qualifications:**

Experience working with the 2SLGBTQIA+ community and advocating for the community's rights and needs.

Experience in program planning, management, evaluation, budgeting, and resource planning.

Knowledge and understanding of intersectional issues related to gender, sexuality, race, and other identities.

Experience managing and supervising volunteers or staff members.

**Mental/Physical Effort and Working Conditions:**

The Pride Center is an accessible and welcoming environment for individuals with reduced mobility or who use mobility aids.

People in this position will have the opportunity to interact with a diverse group of individuals with various backgrounds, identities, and experiences. This diversity adds richness to the experience but may also present challenges for some individuals as they encounter new worldviews and perspectives. The Pride Center welcomes and celebrates this diversity and encourages all to approach their role with an open mind and a willingness to learn from others.

As Pride Center Manager, you may interact with individuals experiencing mental health challenges, which can be stressful. However, the center provides training to address these interactions in healthy and appropriate ways. It is important to approach such interactions with compassion, empathy, and an understanding of mental health challenges, while setting healthy boundaries.