INTERNAL POSTING

Job Title: Part-time Coordinator
Hours of Work: Min. 12 to 15 hours per week (must be available for bi-weekly meetings on Fridays from 1:00-2:30 p.m.)
Duration: November 2020 to March 2021

About Us

The Faculty of Social Work Anti-Black Racism Task Force is a sub-committee of the Equity Action Committee. The Task Force’s mandate is to expand awareness, confront and address Anti-Black racism within our Faculty. It guides the advocacy, development and implementation of strategies to address anti-Black racism within the faculty. In particular, the Task Force is responsible for the coordination of initiatives and actions to eradicate racist beliefs, behaviors, actions, policies and practices.

Job Description

The part-time coordinator plays an integral role on the Anti-Black Racism Task Force and will assist with the development and implementation of key initiatives across the faculty.

Qualifications and Skills:

- MSW or PhD student
- Lived experience of anti-Black racism or extensive work experience with Black communities
- Knowledge of critical race theory and commitment to anti-racism and anti-colonial perspectives
- Events planning experience
- Solid report writing skills
- Excellent organizational and time management skills
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Demonstrated ability to be creative and innovative
- Advanced skills utilizing Microsoft WORD, Excel and PowerPoint

Responsibilities

- Participates in bi-weekly meetings and other related meetings
- Assist with planning and organizing events and training initiatives
- Prepares agendas, minutes and reports
- Assist with written communication
• Liaise with key stakeholders
• Develop marketing material
• Conduct relevant literature review
• Perform other related duties as required

CLOSING DATE: October 28th, 2020
If you are interested in applying for this position, please send your resume and cover letter to patrina.duhaney@ucalgary.ca. Applicants should list FSW Anti-Black Racism Task Force in the subject line of the email. Only candidates selected for an interview will be contacted.