



Landing Coordinator Job Description

Overview

The Landing Coordinator is responsible for coordinating many of the day-to-day operations of the Landing, including relationships between the Landing, its volunteers, and the wider campus and city communities. They will develop and implement programming to serve the LGBTTTQQPIANU+ community. They will act as a representative for the Landing at a variety of community meetings and events, and further the Landing's mandate through events and educational campaigns.

The Program Coordinator must uphold the mandate of The Landing, which is:

1. To offer support for gender and sexual diversity at the University of Alberta and related communities,
2. To support LGBTTTQQPIANU+ communities and individuals, as well as their supporters, friends, families, and loved ones,
3. To promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life, and
4. To offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.

Primary Duties and Responsibilities

Program Development

- Assess the needs of the LGBTTTQQPIANU+ community on campus by communicating with students, University staff and community partners and utilizing current research
- Develop and implement programming for LGBTTTQQPIANU+ students
- Facilitate programs and/or liaise with other organizations in order to secure facilitation for programming
- Implement and manage the Landing's drop-in hours

Community Outreach

- Represent the Landing at community meetings, functions and events both on and off campus.
- Communicate with volunteers, visitors and stakeholders via the Landing's digital newsletter and social media channels (Facebook, Twitter, Instagram).
- Coordinate, plan and deliver events and campaigns that support the Landing's mandate and goals.
- Maintain the Landing's resources and referrals display
- Create, update and deliver presentations on topics including sexuality, gender identity, diversity, intersectionality and anti-oppression to the University community

Volunteer Management

- Coordinate, train and support volunteers for Programming and Drop-in Space
- Support and mentor Programming and Drop-In volunteers in their personal and professional development
- Plan and deliver volunteer training.

Evaluation

- Track and maintain program files, including program attendance and other metrics
- Collect qualitative evaluation/feedback from program attendees, drop-in visitors, volunteers, and other stakeholders.

Other Duties

- Provide other support for the Landing as needed

Working Conditions

37.5 hours per week

\$40,000 annually

Some varying hours, including evenings and weekends, to be expected

This position is also available as a part-time position, the Community Coordinator, with fewer hours and more limited duties.

Qualifications

1. Post-secondary degree or diploma in a related field required. Equivalencies including lived experience will be considered.
2. Knowledge of intersectional gender and sexuality issues in the community required.
3. Knowledge of and willingness to continually learn anti-oppressive practices required.
4. Knowledge of and willingness to continually learn peer support, crisis intervention, and suicide prevention strategies required.
5. Experience with volunteer management required.
6. Experience with program development, delivery, and assessment required.
7. Experience with event planning required.

Statement of Equity

The Landing strives to provide a fair, open, and supportive environment, and is committed to ensuring its policies, practices, and systems are free of barriers. The Landing emphasizes diversity, carries an anti-oppressive lens, and ensures the dignity and respect of all individuals through equal access.

Through our policies and practices, The Landing works to eliminate barriers to employment for people who face structural oppression and discrimination, including but not limited to FNMI people, people with disabilities, racialized people, women, and gender and sexual minorities. We are committed to working on identifying and removing barriers impacting historically marginalized groups in our organization. As an organization committed to challenging oppressive structures, The Landing works to take measures to ensure that qualified candidates from marginalized groups are able to compete equally in all aspects of employment, promotion, advancement, and retention.

In accordance with Sections 3 and 11.1 of the *Alberta Human Rights Act*, The Landing commits to ensuring that no individual be discriminated against on the basis of race, religious beliefs, colour, gender identity, gender expression, physical or mental disability, marital status, age, ancestry or place of origin, family status, or source of income. The Landing recognizes and accepts its responsibility to comply with the requirements of the Act in its consideration of students for admission, promotion, and involvement with our organization.