



UR Pride Centre
University of Regina
Regina, SK S4S 0A2
306-586-8811 ext. 207
contactus@urpride.ca



Job Description

Position: Queen City Pride Festival Assistant

Description:

The Queen City Pride (QCP) Festival Assistant is responsible for supporting UR Pride in organizing and hosting events during the Queen City Pride Festival. UR Pride is proud to be a community stakeholder with Regina Pride Inc., the organization who hosts the annual Queen City Pride Festival.

Reporting:

The QCP Festival Assistant reports to the Executive Director.

Qualifications/Assets:

- Current student enrolled in a post-secondary institution;
- Knowledge of the current issues relating to Gender and Sexually Diverse individuals and communities;
- Organizational skills;
- Volunteer management skills;
- Event planning skills;
- Financial/budgeting skills;
- Effective verbal and written communication skills (English);
- Able to work with a team and alone;
- Knowledge of Google Products and Microsoft Office Suite.

We especially encourage applicants from diverse backgrounds, and value opportunities for people identifying within a Gender and Sexually Diverse realm.

Responsibilities:

Event Planning

1. Develop event plan and goals, including marketing and promotions plan.
2. Plan all logistical requirements for events.
3. Ensure cost of events stay within budget.
4. Work with QCP volunteer coordinator to organize event staffing requirements and ensure adequate number of volunteers or staff for event.



UR Pride Centre
University of Regina
Regina, SK S4S 0A2
306-586-8811 ext. 207
contactus@urpride.ca



Liaising

1. Act as the liaison between Queen City Pride and UR Pride.

Reporting

1. Ensure efficient, qualitative and quantitative evaluation of event.
2. Provide a written report of event outcomes to Executive Director, including a financial report.

General

1. Answer emails, and phone calls in a timely manner.
2. Maintain positive working relationships with campus and community groups with similar mandates.
3. Work within an anti-oppressive, anti-racist, anti-colonialist and feminist framework.

Hours of Work & Salary:

This position is a full-time, hourly, term position, at the equivalent of 37.5 hours/week. The term is from May 15th 2018 – July 31st 2018 (approximately 11 weeks). Set hours of work may vary depending on weekly activities, and will be dependent on the individual.

In accordance with the Living Wage as reported by the Canadian Centre for Policy Alternatives, the wage for this position will be between \$16.95/hr.

This position is a part of the Canada Summer Jobs Program, and therefore only student applications will be accepted. This position is contingent on successfully receiving funding from the Canada Summer Jobs program.

To apply:

Please submit a resume and cover letter, with specific mention of your knowledge of the gender and sexually diverse community to executive.director@urpride.ca.

Position closes April 30th 2018.