

INTERNAL POSTING

Job Title: Anti-Black Racism Task Force 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: October 2021 to March 2021 with possibility of renewal

About Us

The Faculty of Social Work (FSW) Anti-Black Racism Task Force's mandate is to expand awareness and advocate for the development and implementation of strategies that confront and address anti-Black racism within the FSW. 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
- Assists with planning and organizing events and training initiatives
- Prepares agendas, minutes and reports
- Assists with written communication

- Liaise with key stakeholders
- Develops promotional material
- Conducts relevant literature review
- Performs other related duties as required

CLOSING DATE: September 28th, 2021

If you are interested in applying for this position, please send your resume and cover letter to Dr. Patrina Duhaney at patrina.duhaney@ucalgary.ca. Applicants should list FSW Anti-Black Racism Task Force Coordinator Position in the subject line of the email. Only candidates selected for an interview will be contacted.