

Job Description

Job Information

Position Number: 297890
Job Title: Trans and Non-Binary Gender Inclusion Coordinator
Level/Grade: NU04
Manager's Title: Senior Equity Advisor, Gender & Sexual Violence Prevention & Support
Department: Equity and Inclusive Communities
Month & Year: April 2022

Job Summary

Responsible to support Trans inclusion at Carleton by facilitating the implementation of the trans inclusion work plan and future priorities outlined by Carleton's trans community. Responsible for liaising and coordinating with key campus stakeholders to achieve the deliverables set out by the plan and support the consultation process

Key Accountabilities

Community Liaison

- Coordinates, communicates, and collaborates with key campus stakeholders including trans community members, Department of Housing, Information Technology Services, Registrar's Office, FMP, Health and Counselling, Athletics, Human Resources, staff, faculty, students, collective bargaining units, student representatives, and other campus stakeholder groups
- Coordinates regular meetings with the Carleton Trans Advocacy Group (CTAG), who will act as an advisory group for the incumbent and the Senior Advisor, Gender and Sexual Violence Prevention and Support
- Solicits and considers recommendations made by the CTAG, in consultation with the Senior Advisor and Equity and Inclusive Communities and University administration, to achieve the goals sets out in the trans inclusion work plan

Education, Communication, and Stakeholder Management

- Supports the team at Equity and Inclusive Communities to ensure appropriate inclusion of trans topics in trainings and workshops
- Work closely with CUSSP facilitator to develop and deliver standalone trainings on trans community needs
- Support with resource development for staff and faculty
- Supports in the development of communication strategies including newsletters, emails, posters, brochures, news articles relating to trans and non-binary initiatives
- Maintains an online "hub" of information for trans and nonbinary members and allies of the Carleton Community
- Act as a resource for the Carleton community members on trans inclusive initiatives

Community Advocacy

- Triages comments and incident reports submitted through the Trans Hub to the appropriate stakeholder and ensures a resolution is reached in a timely pattern
- Consults with members of the EIC Case Management team on issues of transgender inclusion as it pertains to the University Human Rights Policy and the Sexual Violence Policy
- Assists transgender students in wayfinding through Carleton's support programs and systems

Development and Implementation of Trans Inclusive Policies, Programs, and Initiatives

- Support the campus wide consultation process to implement trans inclusive programs and initiatives
- Advise and provide resources for trans-specific policies that protect the health, safety, and wellbeing of trans students, staff, faculty, and alumni at Carleton, based on the Best Practices of other schools and universities
- Contribute to the process of updating Human Rights Policy, Sexual Violence Policy, Carleton Student Rights and Responsibilities Policy, Workplace Harassment Prevention Policy, Carleton Workplace Violence Prevention Policy, and Residence Contract

Research and Reporting

- Reviews and researches best practices within the post-secondary context for trans and non-binary inclusion work
- Reviews and benchmarks projects on campus within the plan to ensure work is on track
- Reports internally as well as externally on the achievements of the project
- Other duties as assigned

Professional Development

- Ensures to stay abreast with trans and non-binary communities potentially that has impact on the Carleton University
- Participates in meetings, networks, and conferences on trans and non-binary communities

Core Knowledge, Education, and Experience

- Demonstrated excellence in written communication
- Demonstrated excellence in oral communication
- Demonstrated excellence in organizational, time management, and multi-tasking skills
- Demonstrated excellence in and familiarity with Microsoft Office, Excel, Publishing programs, website maintenance and social medial platforms
- Superior interpersonal and problem-solving skills; strong attention to detail
- Knowledge and experience working within an anti-oppression, anti-racist and intersectional lens

Education

- Completion of Bachelor's degree

Experience

- Lived experience will be considered critical for this role. Knowledge or experience of trans, Two Spirit, non binary, intersex, and/or gender-nonconforming community advocacy
- Knowledge of gender violence and gender-based violence, and its impacts from an intersectional, anti-racist/anti-oppression lens. The above may be acquired through educational preparation at the post-secondary level, however this knowledge may also be achieved directly through applicable work in the community, or appropriate combination of education and experience.
- Minimum of two years of related experience working with community services, programs and resources available to trans and non-binary communities.
- Ability to work and partner with a variety of partners, including facilitators, youth and adult community members and service providers

Leadership and Development of Others

- Familiarizes new employees with tasks, duties, practices, and processes

Problem Solving and Decision Making

- Adopts standard operating guidelines for the administration of Equity and Inclusive Communities
- Handles difficult or sensitive situations that may be encountered

Impact

- Access to private information and ensuring confidentiality is maintained

Physical, Visual, Auditory, and Concentration Demands

- On-going requirements for computer-based work
- May occasionally be required to work after office hours

Manager's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____