

Office/Department/Program: Human Rights and Equity Office, VP Culture, Equity, and Inclusion (CEI)

Job Title: Pride 365 Special Project Intern

Brief Description of Your Unit/Organization:

The Human Rights & Equity Office (HREO) is dedicated to advancing Indigenization, Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDIAA) throughout the university. Through an approach that focuses on a removal of barriers, we aim to transform everyday practices and cultivate a welcoming and inclusive environment for students, faculty, staff, and the broader community. We support inclusive excellence by helping Queen's University not only meet human rights and equity legal requirements but also align with society's growing expectations for sustainability and social justice.

Mission

To advance a culture of human rights, equity and inclusion by inspiring and educating community members through:

- developing and implementing innovative strategies in employment and educational equity
- providing information, advice and assistance to individuals or groups at Queen's regarding protections available under policies and legislation
- providing non-judgmental sexual violence prevention and response support for students
- improving access for everyone on campus by removing barriers, encouraging accessibility, and promoting the duty to accommodate.

Vision

An inclusive community that values, respects, and celebrates the dignity and worth of every person, and where all can be their best.

Values

Our commitment to fostering an inclusive, equitable, accessible and sustainable environment at Queen's University is guided by the following core values:

- **Collaboration:** We recognize that meaningful change requires collective effort. By working together within our office and engaging with the entire Queen's community, we strengthen our capacity to advance human rights, equity, and inclusion in all that we do.

- **Respect:** We uphold the dignity of every individual. Our approach is rooted in understanding and valuing diverse perspectives, ensuring that everyone feels heard and appreciated.
- **Integrity:** We are committed to transparency and ethical conduct. We strive to act with honesty and uphold the highest standards in everything we do, fostering trust within our community.
- **Accountability:** We take responsibility for our initiatives and services offered. We learn from our experiences, address challenges openly and directly and make improvements that support our mission.
- **Community Centred Practices:** We ensure our actions reflect and contribute to a more inclusive, supportive environment for all, by engaging with both the Queen's community and the broader Kingston community.
- **Creativity & Innovation:** We embrace new ideas and creative thinking. Through innovative approaches, we seek to remove barriers and enhance accessibility and inclusivity across campus.

The Human Rights and Equity Office is committed to employment equity and diversity in the workplace and encourages applications from equity-deserving students to gain skills and experience in university administrative roles. We encourage applications from individuals from equity deserving groups such as women, racialized groups, Indigenous peoples, persons with a disability, persons who identify in the 2SLGBTQIA+ community and others who reflect the diversity of Canadian society.

Responsibilities and Learning Outcomes:

Responsibilities:

- Review the Pride365 landscape research and develop a comprehensive work-plan for 2SLGBTQIA+ programs, initiatives, services, and events across Queen's University.
- Identify short-, medium-, and long-term goals, initiatives and programs to support a positive and inclusive culture at Queen's, specifically related to the 2SLGBTQIA+ community. Information from the PRIDE365 landscape and research report will be used to identify and set these goals.
- Gather diverse perspectives regarding strengths, gaps, and opportunities for advancing 2SLGBTQIA+ inclusion.
- Ensure meaningful engagement with equity-deserving communities and key collaborators.
- Assist with event planning, facilitation, and educational programming.
- Develop social media and outreach materials as needed.

- Propose a structure for an ongoing Pride 365 Committee, including membership composition, terms of reference, and governance recommendations.
- Support other HREO projects and initiatives which may include, but is not limited to: administrative tasks, report writing, and policy review

Learning Outcomes:

- Intern(s) gain and develop professional competencies in time and project management, internal and external communications, team collaboration, strategic thinking and planning.
- Interaction and network with administrative staff, students, and faculty across Queen's University, expanding their connections internally and externally.
- Understand the policies and practices of gender inclusion at a mid-sized post-secondary institution.
- Understand the importance of gender and sexual diversity in a work and learning environment.
- Strategizing and actualizing I-EDIAA principles at the university-level
- Intern will see degree versatility through working with others across the university
- Intern will have a dedicated mentor(s) to support their experiential learning

Desired Qualifications:

PhD student or candidate in any discipline (at Queen's) with an interest in gender and sexual diversity in institutional settings, I-EDIAA policies and procedures, educational programming, event planning, strategic institutional planning, institutional networking, human rights and equity.

Involvement in 2SLGBTQIA+ community and lived experience as a 2SLGBTQIA+ person are assets. To address the unique needs and concerns of 2SLGBTQIA+ communities, individuals who self-identify as 2SLGBTQIA+ will be given preference.

Required:

Ability to adapt to new technologies, work both independently and as part of a team. Conduct oneself in a respectful, nonjudgmental, and supportive manner. Work in this role will be completed predominantly remotely. Experience in project organization/management as well as event and initiative planning and execution.

While successful candidates will hold some of the skills listed in this section, we understand that no candidate will hold all of them. We encourage all who have an interest in I-EDIAA work to apply for the role, conveying both which skills they do hold and their interest in learning new

ones. Not sure you meet all the qualifications listed here? Let us decide! Research shows that members of equity deserving groups tend not to apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply. We look forward to hearing from interested applicants.