**Employment Opportunity**

**Position:** Gender-Based Violence Awareness & Bystander Intervention Outreach and Operations Student Lead

**Term:** May 6 to August 23, 2024, 20 hours/week  
*Evening and weekend hours may be required*

*Please note this position has the potential to extend after the summer with a new contract, working September 2024 to April 2025 at 10 hours/week*

**Remuneration:** $17.34/hour (plus 4% vacation pay)

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**Gender-Based Violence Awareness & Bystander Intervention Outreach and Operations Student Lead**  
Position Description

**Background:**

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

**Job Summary:**

Reporting to the Coordinator, Student Leadership and Development and taking additional direction from Sexual Violence Prevention and Response Services, the Outreach and Operation Student Lead is responsible for developing and delivering gender-based violence prevention training for students and student leaders in collaboration with the Sexual Violence Prevention and Response Service. The Student Lead, in collaboration with the Education Training and Development Student Lead, guides a team of 12-15 peer facilitators who deliver in-person and virtual training to students during the fall and winter academic terms. The role of the Gender-Based Violence Awareness & Bystander Intervention Outreach and Operations Student Coordinator requires the incumbent to work in-person.

Committed to a research-based approach and intersectional framework, the Student Lead is responsible and accountable for the effective delivery of bystander intervention and gender-based violence prevention training to diverse student groups across campus. The successful candidate...
must be able to respond to changing needs, account for best and emerging practices, and assure the quality and relevance of the program in ending gender-based violence and fostering a safe campus community.

**Key Duties:**

- Work closely with the Gender-Based Violence Awareness & Bystander Intervention Education Training and Development Student Lead to coordinate and deliver all aspects of the program;
- Respond to requests for training, coordinates facilitators and organizes the logistics to deliver training;
- Select, train and support student facilitators of the program;
- Coordinate and co-facilitate the train-the-trainer session for facilitators with the SVPRS, Director, Student Life, Coordinator, Student Development and campus partners;
- In collaboration with the SEO Communications and Administrative Coordinator, create and promote marketing materials to increase the usage of the program;
- Build strong relationships with campus partners to broaden the student audience reached by the program;
- Track participation in the program;
- Manage timekeeping for casual staff; approve and submit biweekly timesheets for facilitators and Student Leads;
- Organize and coordinate open sessions for training;
- Provide reports regarding the program as requested;
- Work with the Student Experience Office and Sexual Violence Prevention and Response Services to develop and implement events or activities related to consent and gender-based violence for Fall Orientation week;
- Work closely with campus stakeholders such as Residence Life & Services, the Student Experience Office, the Alma Mater Society and Sexual Violence Prevention and Response Services and other student and community groups to help with annual awareness and prevention campaigns.

**Skills Required:**

The Student Lead, GBVBI Outreach and Operations must have:

- Demonstrate sound judgment, leadership, and professional communication skills;
- Experience in developing and creating marketing and communication materials;
- Knowledge of campus resources is essential, including all areas of Student Affairs and Human Rights and Equity;
- Knowledge of gender-based violence prevention work and consent education;
- Role modelling appropriate behaviors in person and online;
- Previous facilitation or training experience would be an asset;
- Interest, passion, and enthusiasm for educating peers;
- Team orientation and ability to work with others;
- Ability to manage group dynamics;
- Self-reflective, patient, and empathetic;
• Demonstrated initiative and self-motivation;
• Ability to foster a positive, respectful, and inclusive learning environment;
• Comfortable talking about sex, sexual violence, and gender-based violence;
• Conflict resolution and problem-solving skills;
• An understanding of the ways in which identity plays a role in gender-based violence;
• Attendance at the full two-hour Bystander Intervention Training Program.

Eligibility

The GBVBI Outreach and Operations, Student Lead must:
• Be a registered Queen's student and remain in good academic standing for the duration of their work term.
• Be legally entitled to work in Canada; International students must hold a valid study permit.
• Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.
• Have experience delivering workshops or facilitating discussion on issues of gender-based violence
• Have an understanding of issues of intersectionality and multiple forms of gender-based violence
• Be familiar with the Gender-Based Violence Awareness and Bystander Intervention Education Program

Time Commitment

• This role will be expected to work primarily from the office on-campus for the duration of the contract with flexible remote work options available
• The work term will be May to end of August 2024, weekly hours are outlined below:
  o 20 hours per week, with occasional weekend and evening hours
  o The Gender-Based Violence & Bystander Intervention Outreach & Operations Student Lead will be asked to establish office hours with supervisor at the beginning of the employment period.

Remuneration: $17.34/hour (plus 4% vacation pay)

Application Instructions: Apply via MyCareer; Job ID 142038. Applications are due February 13, 2024

We thank you for your application. Only those individuals who are selected for an interview will be contacted.
We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.