



Job Posting

Centre for Women & Trans People at University of Toronto Student Coordinator, Dr. Chun Resource Library

The Dr. Chun Resource Library is a joint project between The Centre for Women and Trans People (CWTP) at UofT and the Ontario Public Interest Research Group-Toronto (OPIRG). CWTP and OPIRG are both situated at St. George campus and the Library Coordinator will work alongside staff and volunteers from both organizations. The Dr. Chun Resource Library houses a unique collection containing many rare Toronto-based publications and community reports and includes over 2,500 books, magazines, and reports on the subject of social and environmental justice.

Application Deadline: Sunday, January 13, 2019 by 11:59 p.m. EST

Position Status: Part-Time, 1 Year Contract, 15 Hours per week.
Student position.

Hours of Operation: Monday - Thursday 12:00 p.m. - 6 p.m.; some evenings and weekends. (Work hours are flexible within hours of operation.)

Starting Salary: \$21 per hour

Start Date: As soon as possible

Who can apply: Full-time or Part-time Students at the University of Toronto

Program of Study: All Disciplines

Qualifications and Essential Skills:

This position is geared towards a creative and well-organized person with an interest and skills in library and archival work, research, cataloguing software, and community advocacy. Applicants MUST have experience working in anti-oppressive spaces and be Trans positive. Students hired to this position will be tasked with co-facilitating and overseeing all aspects of our small and independently operated resource library.

Responsibilities:

- Staff the library during open hours, welcome visitors, shelve and organize library materials, and maintain a library space.
- Update and maintain a computerized cataloguing database, and catalogue new material.
- Train volunteers and staff to use and maintain the library and catalogue.
- Sign out and check in material including collecting library fines in tracking down overdue material.
- Order and purchase new library materials in conjunction with the Library Coordinating Committee based on the library collection development strategy.
- Solicit donations from the community and review the current content of the library to ensure that materials are in line with CWTP's and OPIRG's commitment to social justice principles.
- Update and relaunch the library website
- Research and compile annotated subject guides on social justice topics.
- Liaise with other resource centres and alternative libraries in Toronto with the goal of creating a city-wide network.
- Work with staff and volunteers to organize library events and programming within an anti-oppression framework.

- Promote the Dr. Chun Resource Library to students, faculty and allied groups at the University of Toronto and in the wider community. This includes through social media, designing and distributing brochures, posters and other information.
- Create information displays on various social justice topics.
- Maintain email communication with staff and volunteers and participate in regular staff and volunteer meetings.

The individual will have the opportunity to work both independently and as part of a team and a collective decision-making environment, with the support and supervision of staff and Committee members. They will gain experience with library cataloguing systems, in information organization, website development, as well as become better acquainted with the vast number of alternative resources available from diverse social justice activist communities.

Skills and Qualifications:

- Analytical skills (Being able to assess what works and what doesn't, problem solve on the fly while still remaining true to the principles and spirit of the library and CWTP/OPIRG)
- Experience working in similar Centre's and PIRG's
- Knowledge of anti-oppressive, anti-racist and social justice politics
- Experience and commitment to working with and supporting BIPOC (Black, Indigenous and people of colour), women, trans, Two-Spirit, gender non-binary and non-conforming people and communities
- Intersectional knowledge and understanding of issues of; sexism, misogyny, racism, cissexism, transphobia, heterosexism, homophobia, biphobia, xenophobia, ageism, ableism, classism, White supremacy, anti-Black racism, colonialism, and settler colonialism
- Archival skills (required)
- Communication skills. (Effective in connecting with students and community members and engaging and promoting the library to them.

Building a rapport with departments, course unions, equity associations, student unions, and others around the library)

- Outreach and promotions skills
- Experience with data management
- Knowledge of Library and Archiving Software (required)
- Management & Leadership experience and experience working in non-hierarchical spaces
- Strong organizational skills and ability to work independently and be self-directed

How to Apply:

The CWTP and OPIRG practice equity hiring and believe that those on the margins are often in better positions to understand and address how systems of oppression and privilege work and are maintained.

Lived experience is equally or more valuable than professional experience, and The Centre and OPIRG welcome and strongly encourages people from marginalized communities and intersecting identities to apply. This includes Indigenous and Two-Spirit people, Black people, racialized/people of colour, poor and working class people and those on social assistance, Muslims, Jewish people of colour, women, femmes, gay, lesbian, bisexual, asexual, and queer people, transgender, transsexual, intersex, genderqueer, non-binary, and non-conforming people, current and/or former sex workers, single parents, members of ethnic minorities, immigrants, disabled/mad identified people, and people from non-academic backgrounds.

We encourage applicants to describe the contributions and experiences they would bring to the CWTP and OPIRG in their application and to self identify if they feel comfortable to do so. We commit to maintaining the privacy of those who self identify and will ensure that all information is kept confidential.

Application Requirements:

- **A resume** (written or *alternate format)
- **A cover** (written letter or alternate format). Please tell us about:
 - The main skills and experiences (including paid, unpaid, and lived experience) that you intend to bring to this position?
 - How would you bring an intersectional BIPOC (Black, Indigenous, People of Colour) & 2SQTNB (Two Spirit, Queer, Trans, Non-Binary) affirming approach to this position?

Length guidelines:

Resume: 1 - 2 pages written or maximum 7 minutes audio or video.

Cover letter: 1 - 2 pages written or maximum 7 minutes audio or video.

How To Submit Your Application:

Please choose one.

By Mail

The Centre for Women & Trans People at U of T and OPIRG Toronto
c/o Hiring Committee
563 Spadina Ave., Room 100 or 101
North Borden Building
Toronto ON M5S 2J7

By Fax

(416) 978-1078

By Email

librarycoordinator.hiring@gmail.com

In-Person

By appointment. Please contact librarycoordinator.hiring@gmail.com to arrange a time/date for drop-off.

***Alternate Formats**

We encourage folks to apply in whatever medium works best for them. This could include via audio or video instead of a traditional written document.

For example, you may create a private YouTube or Vimeo video (that can only be seen by people who have a link), email us an audio clip (in MP3 format), or a video (in MP4, WAV, or MOV formats), or you may upload your file to Google Drive or Dropbox, and share a link we can view.

If you would really like to apply but require additional time, or if this application poses an obstacle in any way, we encourage you to get in touch with the hiring committee at librarycoordinator.hiring@gmail.com the application deadline of Sunday, January 13, 2019 at 11:59 PM EST.