

QMUNITY

Education & Training Department Practicum Placement

The Organization: QMUNITY is BC's Queer Resource Center - the hub for lesbian, gay, bi, trans and queer community programs, training and advocacy. We envision a world where all queer people are included and free from discrimination.

The program: QMUNITY's Education & Training program consists of the timely and relevant delivery of queer competency trainings (QCTs) to health care professional, service providers, educators and for-profit business leaders to better understand where their services and LGBTQ clients intersect; LGBTQ consultation services; the publication of educational print materials; and on-going thought development to help shape the cultural conversations of LGBTQ inclusion in media, politics, business, art and beyond.

Practicum Student Purpose: To strengthen our education and training department by increasing the relevancy and impact of educational resources and materials that will shape the content and delivery of our queer competency workshops.

Responsibilities:

- Create a system for, update and maintain a digital repository of LGBTQ resources, including academic papers, newspaper journals and data-driven reports, with a specific focus on BC and Canadian content
- Research and review current database to highlight key statistics and powerful quotes to help inform the development of future service-specific QCTs and consultation contracts
- Assist in the collection of impact metrics from workshops and tabling events
- Provide support to the on-going creation of an LGBTQ Referral Directory by sourcing LGBTQ-competent service providers and professionals
- Other tasks as required

Requirements:

- Being enrolled in a Library Sciences, Gender Studies, Education/Adult Education or related university program.
- Strong interest and experience in research and cataloguing
- Understanding of digital databases and platforms; experience working with *Mendeley* an asset.
- Effective time-management and self-motivation skills

Time Commitment:

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- Approximately 15 hours/week for 3+ months
- QMUNITY hours of operation

Benefits:

- An opportunity to give back
- Flexible volunteer hours
- Gain experience working in an established local social profit
- Inclusion in QMUNITY Volunteer team events and professional development
- Eligibility for Volunteer of the Month and Volunteer of the Year
- Potential for letters of recommendation and references

Accountability: The Education & Training Practicum Student will report to the Education & Training Coordinator.

Evaluation: Feedback will be provided on an ongoing basis through regular check-ins with the Education & Training Coordinator or another supervising staff member

Accessibility:

Please note, QMUNITY's main office space is located on the second level of the building. Applicants should be aware that there is a flight of 23 stairs to reach the office.

Diversity: QMUNITY is committed to employment equity and prioritizes applications from underrepresented groups including trans and gender variant persons, Indigenous persons, persons of colour, and persons with disabilities.

How to apply:

If you are a **new** volunteer:

1. Email an updated resume and a cover letter, with the subject "Education & Training Practicum Student," to our Volunteer Coordinator at volunteers@qmunity.ca
2. Create an account in our [online volunteer platform](#)
3. Follow instructions, fill in your information and submit your application

If you **have already** volunteered with us:

1. Email an updated resume and a cover letter, with the subject "Education & Training Practicum Student," to our Volunteer Coordinator at volunteers@qmunity.ca

Thank you for your interest in this position, we will get in touch with you soon.