

Advocacy Subcommittee Co-Lead Position Description

(2 per subcommittee; 4 positions currently open; compensation of \$17.50/hr for 3-4 hrs of committee work/week)

The **UCLA LGBTQ Student Advocacy Committee** is a leadership development opportunity for UCLA graduate and undergraduate students to address LGBTQIA+ related concerns on campus. The Committee is organized into subcommittees based on two issue areas (for example, supporting QTBIPOC students and health and wellness, etc.). Issue areas may fluctuate each academic year, depending on campus advocacy priorities and committee members' interests. All committee members are supervised by the Director of the UCLA LGBTQ Campus Resource Center. General Subcommittee Members and Advocacy Ambassadors are also supported by the four **Subcommittee Co-Leads**, who work in pairs to oversee their assigned subcommittee/issue areas.

Subcommittee Co-Leads take on a higher level of expectations, time commitment, and, as such, compensation, than General Subcommittee Members. Subcommittee Co-Leads work in pairs to organize and facilitate bi-weekly meetings with their respective subcommittee to define priorities, provide updates from General Committee meetings with the Director, set goals, assign tasks, and track progress.

Meeting Times & Expectations:

During "even" weeks, the General Committee meets, which includes the LGBTQ CRC Director and all Subcommittee Co-Leads. During "odd" weeks, Subcommittees meet, which include the Subcommittee Co-Leads, General Subcommittee Members, and Advocacy Ambassadors assigned to that issue area. Meetings are held for an hour via Zoom. Subcommittee Co-Leads are expected to either: attend every meeting (both general committee & subcommittee) or swap off with their co-lead. There must be one Subcommittee Co-Lead present from each issue area for every general meeting.

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Position Responsibilities:

- Work with the LGBTQ CRC Director, other Subcommittee Co-Leads, and General Subcommittee Members to raise awareness of critical issues that impact UCLA's LGBTQIA+ community.
- At least one Subcommittee Co-Lead from each subcommittee must attend General Subcommittee meetings with the Director to discuss issue area, track progress, seek support and provide updates (exact dates/times TBD).
- Subcommittee Co-Leads should track attendance at Subcommittee meetings to ensure all General Subcommittee Members are in attendance and follow up with the subcommittee member and/or the Director if there are concerns.

- Subcommittee Co-Leads should provide facilitation and support to General Subcommittee Members and Advocacy Ambassadors during their bi-weekly meetings and tasks
- May consult with the UCLA LGBTQ CRC Director and/or participate in Zoom meetings with other campus administrators, department heads, students, staff, and faculty to discuss relevant issues.
- May host meetings and programs, develop reports, graphics, educational materials or other duties to support the committee's work

Minimum Position Qualifications:

- Knowledge, sensitivity, and understanding of diverse lesbian, gay, bisexual, transgender, intersex, asexual, and aromantic people in a global context
- Demonstrated commitment to equity, diversity, and inclusion that centers social justice and intersectionality
- Knowledge and understanding of QTBIPOC experiences
- Demonstrated organizational and leadership experience and skills
- Demonstrated ability or experience in supporting, advising or supervising peers
- Ability to work and carry out projects without everyday direct supervision
- Ability to follow instructions and accept/apply constructive feedback with a positive attitude to improve performance
- Must be a currently enrolled undergraduate or graduate student at UCLA |

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Preferred Position Qualifications:

- Previous experience in LGBTQ or cultural center spaces
- Previous experience working with historically underrepresented populations
- Previous advocacy, governmental and/or leadership experience
- Work-Study funding preferred

Compensation:

Advocacy Subcommittee Co-Leads will be paid an hourly rate of \$17.50/hr for 3-4 hrs of committee work/week.

All 2020-2021 LGBTQ Student Advocacy Committee appointments run from Winter 2020 – June 2021, excluding academic holidays. Interviews for the Subcommittee Co-Leads and General Subcommittee Members will be held via Zoom by the end week 1 of Winter quarter.

Applications are due by Mon Jan 4th, 2021 at 9am PST and interviews will be held via Zoom by the end week 1 of Winter quarter. If you have any questions, email Minnie Esquivel Gopar (mgopar@lgbt.ucla.edu).

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