

Equity and Inclusion in PHAS Coordinator

Background Information:

The Equity and Inclusion in PHAS group is a group of graduate students, post-docs and faculty in the Department of Physics who are interested in building a community and fostering a supportive environment within the department. Our goal is to establish long-lasting relationships within the department to promote and educate on inclusiveness, equity and diversity. This coordinator role would be the leadership and vision behind the group and would be supported by other committee members in the department. For more information about the group please visit our website: <https://equity-inclusion.phas.ubc.ca>.

Responsibilities:

- **Liaise with outside groups**
 - Keep up with events of interest to the E&I group that happen across campus and in Vancouver.
 - Pass on invitations to attend relevant events.
 - Work with the committee to organize groups to attend external workshops.
 - Stay up-to-date with funding opportunities offered by outside groups.
- **Organize regular department events**
 - Coordinate with GSA/Wellness rep for grad/postdoc events.
 - Work with the committee to organize social events.
- **Organize workshop**
 - With the help of the committee, organize one workshop per term focusing on equity and inclusion issues in physics, usually involving an invited speaker.
 - Responsibilities may include coordinating with invited speakers, booking a venue, setting up event pages and managing registration.
- **Administrative duties**
 - Manage communication through the equity-inclusion email.
 - Keep the website up to date.
 - Organize and chair committee meetings.

Pay:

Compensation for this role will be the equivalent of 1 TA unit for the term of the position (1 year).