

Job Posting: Bi & Pan Space Co-Facilitator (Two Positions)

Posting Date: July 11, 2024

About Spectrum

Spectrum is an organization that serves, affirms, and supports the well-being of 2SLGBTQ+ individuals in Waterloo Region and the broader community through peer support, community partnerships, education and training, resources, and events.

About the role

Bi & Pan Space meets on the third Tuesday of each month from 7-9pm. This group is for people in Waterloo Region who identify on the Bisexual and Pansexual spectrum(s). The Co-Facilitators will facilitate a two-hour discussion group once per month. This group is a resource for bi and pan folks aged 18+. The group's goal is to build resilience by increasing participants' social networks and sense of belonging.

The Co-Facilitators will be paid \$30 per hour for three hours of work each month the group runs (two hours for the group itself, and one hour for preparation and clean-up). This is a one-year contract with the possibility of renewal.

Co-Facilitators will require social and group facilitation skills and demonstrated empathy and sensitivity to the subject matter. Facilitators will be expected to welcome visitors, introduce them to others present, inform them of Spectrum resources if fitting, and facilitate and direct the conversations when necessary.

Responsibilities & Requirements

- Social and group facilitation skills
- A genuine interest in people and their stories
- Emotional intelligence and emotional regulation
- Ability to make others feel comfortable and create a welcoming space welcome of all
- Active listening skills, being comfortable listening more than speaking
- Help to develop discussion topics for the group.
- Help to evaluate the success of the group by circulating evaluation surveys to group participants at the end of each session.
- Able to sit for prolonged periods
- Able to use a computer and/or cell phone for prolonged periods (including typing and reading)
- Able to travel to locations within Waterloo Region
- Available on these dates:
 - August 20, 2024 7-9pm
 - September 17, 2024 7-9pm
 - October 15, 2024 7-9pm
 - November 19, 2024 7-9pm

- December 17, 2024 7-9pm
- January 21, 2025 7-9pm
- February 18, 2025 7-9pm
- March 18, 2025 7-9pm
- April 15, 2025 7-9pm
- May 20, 2025 7-9pm
- June 17, 2025 7-9pm
- July 15, 2025 7-9pm

Qualifications

- Must identify as bisexual and/or pansexual
- Preference is 25 years of age or older
- Excellent communication skills
- Must have a successful police check for the vulnerable sector that is no more than six months old. Spectrum will cover the cost of a new check as needed.

Application

Please apply with a cover letter and resume to info@ourspectrum.com by July 31, 2024. Subject line: APPLICATION: BI & PAN CO-FACILITATOR.

We appreciate all applications. Only those selected for an interview will be contacted.