

# JOB DESCRIPTION

## Womxn’s Centre Coordinator



<b>Job Title:</b>	Womxn’s Centre Coordinator	<b>Job Category:</b>	UWSA Coordinator
<b>Department/Group:</b>	University of Windsor Students’ Alliance (UWSA)	<b>Reports to:</b>	Vice President Student Advocacy (VPSA) – Paramjot Singh Gogia
<b>Location:</b>	UWSA office - CAW Student Centre		
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	General Manager – Maria Hamilton	<b>Date posted:</b>	
<b>Internal posting URL:</b>	<a href="http://www.uwsa.ca/about/uwsa-opportunities/">www.uwsa.ca/about/uwsa-opportunities/</a>	<b>Travel required:</b>	No

### Applications Accepted By:

UWSA office – CAW Student Centre, Room 209  
 Phone: 519-971-3600 | E-mail: [uwsa@uwindsor.ca](mailto:uwsa@uwindsor.ca) | Fax: 519-971-3654  
[www.uwsa.ca/about/uwsa-opportunities/](http://www.uwsa.ca/about/uwsa-opportunities/)

### General Scope of Duties

#### ROLE

Reporting to the VPSA, the Womxn’s Centre Coordinator oversees the UWSA Womxn’s Centre, including the development of advocacy programs and services focused on womxn’s issues within the University of Windsor campus community. The Coordinator will ensure the Womxn’s Centre remains a safe, intersectional and inclusive feminist space which is protected for all students and to assist in instigating change on campus to embrace and encourage a culture of understanding, openness, inclusion and acceptance.

#### DUTIES AND RESPONSIBILITIES

- Manage the operations of the Womxn’s Centre, including the budget, marketing and promotion, volunteers, information provision, supplies, and resources
- Organize and promote events, initiatives and activities that bring awareness to womxn’s issues, such as but not limited to theme weeks, speakers, forums, and other educational/advocacy tools
- Work with the Vice President Student Advocacy to create and promote regular educational awareness campaigns for womxn’s issues
- Promote and advertise the Womxn’s Centre to the campus community
- Serve as a resource for students seeking information on womxn’s issues
- Maintain statistical records on service usage, as defined by the VPSA
- Responsible for developing and implementing service procedures, as needed
- Establish and maintain positive relationships with campus and community partners
- Actively seek and secure sponsorship funding and logistical support through campus and community partners
- Recruit, hire, train, and schedule Ignite students and volunteers
- Record, track and submit Ignite student hours
- Coordinate, supervise and provide ongoing support to Ignite students and volunteers
- Fulfill any other duties as assigned by the VPSA

#### ACCOUNTABILITIES

- Organize consistent training for Ignite students and volunteers

### Womxn's Centre Coordinator

- Schedule weekly operating hours for the service centre, as agreed upon with the VPSA
- Defined by the VPSA, prepare weekly progress reports on activities and results and status of portfolio objectives
- Maintain consistent office hours on a weekly basis, both virtually and on site, as agreed upon with the VPSA
- Prepare a comprehensive transition manual before the end of their term, as defined by the VPSA

#### **PREFERRED QUALIFICATIONS**

- Member of the UWSA (full-time undergraduate student)
- Have a strong understanding and knowledge of general womxn's issues
- Strong understanding of, and commitment to inclusivity
- Experience working with the Womxn's Centre or similar programs supporting the community of students identifying as womxn
- Have a strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces
- Demonstrates ability to maintain confidentiality
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience supporting and supervising a team
- Strong analytical, problem solving, time management and organizational skills
- Verbal and written communication skills
- Strong administrative skills
- Experience with planning events
- Ability to work independently and in a team environment
- Outstanding fundraising and marketing abilities
- Have a general knowledge of the UWSA

#### **WORKING CONDITIONS**

- Mentally exhausting at times
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus, as well in online and virtual spaces accessible to University of Windsor students
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community.

**This is not a University of Windsor position.**