

JOB DESCRIPTION



Womxn's Centre Coordinator

Job Title:	Womxn's Centre Coordinator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	Vice President Student Advocacy (VPSA) – Yufei Qin
Location:	Temporary working remotely with eventual return to the UWSA office (CAW Student Centre)		
Level/Salary Range:	Hourly, minimum wage	Position Type:	Part Time
HR Contact:	General Manager – Eric Johnston	Date posted:	August 3 rd , 2021
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No

Applications Accepted By Email Only.
Applications due Monday, August 16th at 5:00 PM EST.

UWSA office – CAW Student Centre, Room 209
 Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654
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 volunteers
- Demonstrates ability to maintain confidentiality
- Fulfill any other duties as assigned by the VPSA

ACCOUNTABILITIES

Womxn's Centre Coordinator

- Organize consistent training for all volunteers
- 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 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

- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Will be working remotely and in person, as required by job requirements

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.

The UWSA is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in our recruitment process, please let us know in your application email, and your request for accommodation will be handled confidentially. Accommodation may be provided in all steps of the recruitment process.