



EMPLOYMENT OPPORTUNITY

Women-Trans Spectrum Centre Coordinator

Part-time position beginning September 15, 2017 and ending April 30, 2018.

Wage \$14.40 per hour for up to 15 hours per week

This is a unionized, seasonal position with the MGEU Local 433

Responsibilities

- Organize and facilitate weekly meetings
- Adhere to the Collective's "Statement of Purpose" (available in Centre)
- Mentor members who are new to consensus decision-making process, the collective structure and theory related to feminism and gender
- Post regular office hours and be in the space at least ten hours each week
- Work with other students and volunteers to keep the centre open as often as possible
- Provide a Positive Space and welcoming environment for people using the Women-Trans Spectrum Centre and its services, including keeping the space tidy and clean
- Actively promote the space and services to members of the UWSA and welcome new students
- Coordinate the organization of relevant events, workshops and campaigns, such as Take Back the Night, International Day of Remembrance, and International Women's Week
- Cooperate and collaborate with students, UWSA staff, volunteers, board of directors (esp. Status of Women Director), and other service groups and student groups
- Have monthly check-ins with UWSA Vice President Student Affairs to discuss event ideas, promotional ideas, the budget, and service centre policies and issues
- Provide written reports at least once per semester to the Vice President Student Affairs
- Work within allocated budget and organize fundraising initiatives as needed
- Provide and promote the use of safer sex supplies and menstrual health products

Qualifications

- Involvement with, and understanding of issues related to sex, gender and sexuality
- Ability to work independently and creatively, as well in group settings
- Experience working in grassroots, non-profit groups
- Thorough understanding of the collective structure and consensus decision-making process
- Excellent social skills, organizational skills and friendly demeanour as a UWSA ambassador
- Leadership skills including conflict resolution
- Strong interpersonal communication skills

Applications should be submitted online under the "Opportunities" tab at www.theuwsa.ca Please complete job application forms with attached resumes and cover letter online.

For more information please contact the Karolya Vargscarr, General Manager, at generalmanager@theuwsa.ca

THIS POSTING IS AVAILABLE IN OTHER FORMATS UPON REQUEST

DEADLINE FOR APPLICATIONS IS SEPTEMBER 15, 2017 AT 9:00 AM