Associated Students of Western Washington University
Resource & Outreach Programs
Queer Resource Center Coordinator

About the Position
The AS Queer Resource Center (QRC) Coordinator is responsible for coordinating and supervising the events and day-to-day operations of the QRC.

Position Classification
Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department
The Associated Students Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western’s diverse community. The ROP also provides the opportunity for Western’s students to gain valuable work and life experience.

The AS Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe space services, and resources to students who identify as Queer and their allies. The QRC does this by outreaching and building community among Western students of all diverse backgrounds, advocating and educating about the Queer identity through a variety of events and an extensive library, networking Queer clubs, providing counseling services, and confronting prevalent issues within the Queer community.

Terms of Position
This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications
- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.
- Must have continually possessed a valid driver’s license over the past 24 months.

Preferred Qualifications
- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western’s campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning
- Knowledge of Queer issues and identities
- Ability to speak in front of large crowds
- Knowledge of or experience with event planning

**AS Employment Responsibilities**

- **Serve the membership of the Associated Students in a professional and ethical manner** by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including pre-fall orientation.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.

- **Ensure the continuity and legacy of this position** by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

**AS Resource and Outreach Programs Responsibilities**

- **Empower and support the Associated Students membership with information, activities, and peer education** by:
  - Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education.
  - Providing unbiased, nonjudgmental, and accurate information and services to students.
  - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  - Providing a confidential, safe, and inclusive space for students.
  - Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

- **Ensure the smooth, effective operations of the Resource & Outreach Programs** by:
  - Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout all the ROP offices.
  - Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase
Establishing and maintaining active working relationships with other ROP team members.

- Provide the most relevant and effective resources, outreach, and programming by:
  - Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - Collecting and inputting office traffic forms.
  - Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

Queer Resource Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - Attending all office meetings as scheduled
  - Participating in the development and implementation of the QRC midyear assessment
  - Establishing and maintaining an effective working relationship with all QRC staff
  - Plan short- and long-term goals for the QRC with office staff and the ROP Director
  - Continually receiving feedback from participants of events and services
  - Maintaining continual communication with QRC staff and interns outside of meetings

- Promote Queer events and services with the campus community by:
  - Being aware of and posting Queer related events to the physical and online Queer Calendar of Events.
  - Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus
  - Publicizing QRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.

- Foster working relationships with related campus and community resources by:
  - Collaborating with all Queer-related clubs and organizations on campus
  - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Evergreen AIDS Foundation, Sean Humphrey House, Partners Promoting Equality, Western’s Counseling Center, the LGBT Advocacy Council, and the Queer Youth Project.

- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - Portraying a diverse representation of the Queer identity
  - Striving to include all gender identities and expressions within the office
  - Outreaching specifically to marginalized identities within the Queer community

- Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by:
  - Developing 4-8 events within the QRC per quarter which include the following annual events:
    - Coordinating at least one Queer Club Summit as a stand-alone event or as part of a larger event
    - Coordinating the annual community building event (within the first two weeks of fall quarter), HIV/AIDS benefit show, and Pride Month

Position Responsibilities

- Use student fees in a responsible and proper manner by:
o Serving as co-budget authority with the ROP Director for the budgets of Queer Resource Center, Pride Month, and Drag Show
o Developing quarterly and annual budget plans and projections
o Reviewing, tracking, and maintaining budgets on a regular basis

- Ensure that the QRC Assistant Coordinator, QRC Education Coordinator, and all QRC interns perform the responsibilities of their jobs by:
  o Supervising these personnel
  o Developing training materials and opportunities
  o Coordinating and facilitating QRC staff meetings
  o Providing on-going feedback and conducting evaluations
  o Requiring staff members to fill out client traffic sheets
  o Providing recognition to staff for their accomplishments and contributions
  o Approving all events and activities, in conjunction with the ROP Director, sponsored by the QRC

- Ensure that the Queer Resource Center serves the diverse needs of the student body by:
  o Leading QRC staff in the mid-year assessment
  o Coordinating the process of establishing short and long-term goals within the QRC
  o Serving as the QRC’s primary liaison to the Western community
  o Regularly debriefing events with staff and interns
  o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.)

- Continuing to foster a safe and inclusive campus by:
  o Assisting the Education Coordinator with further development of the campus community's Safe Zone Training
  o Providing classroom presentations as requested by faculty
  o Ensuring that programs and publicity originating from the office are inclusive and span a wide range of identities
  o Serving or appointing someone as QRC representative on the LGBT Advocacy Council

- Deliver educational, social, and community building opportunities to the campus community by:
  o Ensuring the balance of educational and social programming offered by the office
  o Coordinating one event per year geared toward an audience of 250 people or more.
  o Co-sponsoring with at least three other ROP offices in the academic year.
  o Supervising the residence hall programs
  o Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor’s Row, etc.
  o Maintaining a balanced representation in programming for/about multiple identities

Salary
This position will receive $6,006 per position term (approximately $299 twice per month).

Reportage
This position reports directly to ROP Director.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.