Associated Students of Western Washington University

Resource and Outreach Programs
Social Issues Resource Center Outreach Coordinator

About the Position

The Social Issues Resource Center Outreach Coordinator is responsible for coordinating outreach, serving as a resource for and collaborating with campus social issues clubs and organizations, and assisting in day-to-day operations of the SIRC.

Position Classification

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating 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 Social Issues Resource Center Resource Center (SIRC) aims to foster critical thought on social issues, particularly those faced by marginalized communities, and empower students to take action for change. The SIRC facilitates the sharing of diverse perspectives and student growth by providing resources, information, and educational and community-building events, and a space to engage in meaningful dialogue.

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 10 credits for undergraduates and 8 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.

- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of social issues.
- 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 7 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.

Social Issues Resource Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the SIRC by:
    - Attending all office meetings as scheduled.
    - Establishing and maintaining an effective working relationship with all SIRC staff.
    - Plan short- and long-term goals for the SIRC with office staff and the ROP Director.
    - Continually receiving feedback from participants of events and services.
    - Maintaining continual communication with SIRC staff and interns outside of meetings.
- Promote social issues events and services with the campus community by:
    - Fostering and enhancing working relationships and communications with all social issues clubs and organizations on campus.
    - Publicizing SIRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other materials.
- Foster working relationships with related campus and community resources by:
    - Collaborating with all social issues-related clubs and organizations on campus.
    - Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Community to Community Development, Ethnic Student Center, Partners Promoting Equality, and Western's Counseling Center.
- Create an atmosphere of inclusion within the offices and programs by:
    - Portraying a diverse representation of identities.
    - Outreaching specifically to marginalized identities within the Western community.
- Provide educational, social, and community building opportunities to the campus community in relation to the SIRC's mission by:
    - Developing 4-8 events within the SIRC's per quarter which include the following annual events:
        - Annual Activism Conference.
        - Social Issues Club Summit as a stand-alone event of as part of a larger event.

Position Responsibilities

- Organize student involvement in social issues by:
    - Serving as a resource for students and social issues clubs that need assistance in finding information and tools to create their own activities, events, and programs.
    - Collaborating with on and off campus organizations to provide resources and support for students interested in social issues.
    - Coordinating surveys and other research methods to gauge student interests in specific social issues.
    - Maintaining a working knowledge of campus and community organizations, upcoming events, and opportunities for student involvement.
    - Assisting the Assistant Coordinator with promoting volunteer and intern opportunities in the office.
- Promote office services and events by:

    - Updating the SIRC facebook.com page, Twitter, Bellingham Herald membership, SIRC page, newsletters and other social media and promotion sites.
    - Serving as the liaison between the office and the Publicity Center for large-scale promotional campaigns.
    - Planning informational tables to increase student outreach in Red Square, Viking Union lobby, Vendor's Row, etc. during regularly scheduled hours.
- Build relationships with campus and community organizations by:
    - Serving as the primary contact for the SIRC for promoting the mission, resources, and services to the public.
    - Meeting with the AS Communications Director at the start of the year to discuss a promotion plan for the SIRC.
    - Connecting students to organizations that are relevant to the social issues they are passionate about.

Salary

Minimum annual salary of $6,435 (approximately $289 twice per month fall quarter and approximately $345 twice per month winter and spring quarters)

Reportage

This position reports directly to the SIRC Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised April 29th, 2015 by motion ASB-15-S-10.